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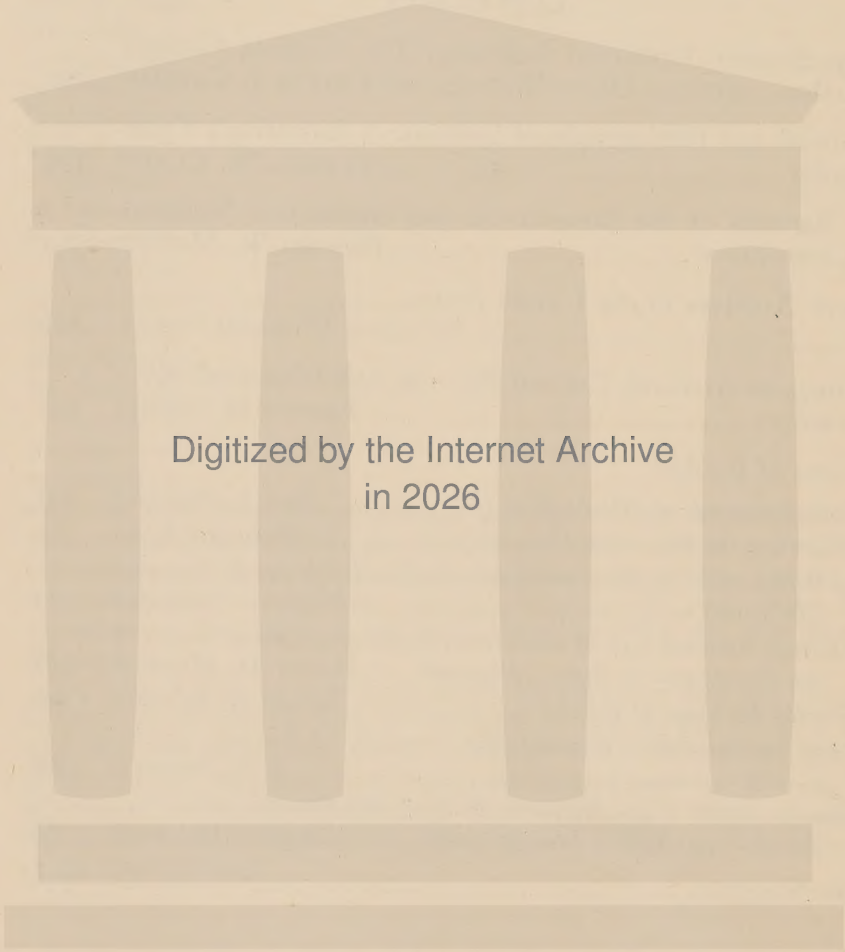

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Comprehensive Historical Indexing: The Virginia Gazette Index

By STELLA DUFF NEIMAN AND LESTER J. CAPPON

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IF the compilers had been requested to discuss a year ago their processes of indexing in the preparation of the *Virginia Gazette Index*, published in the fall of 1950 by the Institute of Early American History and Culture, Williamsburg, Virginia, they would have met the idea with something less than enthusiasm. The actual publication of the two volumes, however, brings with it, besides the knowledge that our experience might be useful to someone else undertaking a lengthy indexing project, the courage to contemplate how it was done.

The work was designed to make the research labors of historians in early American history easier. Use of the newspaper as a primary source was developed comparatively late in the historiography of the American colonial period. This was undoubtedly because of the tiresome effort involved in searching pages of fine type for an isolated fact or two even though these facts might be of tremendous significance. An index to the *Virginia Gazettes* appealed to Colonial Williamsburg, Incorporated, its first sponsors, not only for this reason but because it would facilitate investigations into the location and nature of the buildings of Williamsburg which they were in the process of restoring. The Research Department of the organization therefore undertook a detailed index to the newspapers published in Williamsburg from 1736 to 1780.

After 1766 there were always two papers with the same title published by different printers. Three *Virginia Gazettes* competed for the public's attention in 1775 and part of 1776. The series has several gaps. No papers are now extant between 1747 and 1751, few issues by William Rind have survived for 1766 and 1767, and numerous single issues are missing throughout. Although the character of the news does not vary much in concurrent papers after 1765, its emphasis changes from the predominantly British reprints of William Parks, 1736-1746, to coverage of all colonies and British-American politics in the period after the Stamp Act of 1765.

The four-page issue of the average paper was crammed with information to be sorted out and entered by the indexer. The principles used in this process of selection were painstakingly developed by trial and error since there was no precedent in large-scale historical indexing. The system evolved could in essence provide a guide to any extensive project, and it is with this in mind that we offer a study of our methods.

Four principal factors should be taken into consideration when one is embarking on an index covering, in this case, approximately 6,200 large pages of material.[1] These are: finances, personnel, general policies of indexing, and specific procedures.

Financing of the undertaking is closely connected with the amount of time necessary to complete it. This, of course, is difficult to estimate and even a person fully acquainted in the field of the documents probably will not be able to guess at the duration with any degree of accuracy. A guess it will almost certainly be since there is a multitude of indeterminable factors involved in the process. This would be true even if an index of another colonial paper were under discussion because of variations among such publications, but the benefit of our experience would in some ways shorten the project. Probably the most satisfactory way of estimating the time required is to make a sample index of a portion of material and then to use the number of hours as a rough basis for computing the total time necessary. This test will also provide a basis for deciding how much money will be needed for the compilation. It will be a large amount, and there are very few ways of cutting it down once a decision has been reached as to the type of index to be made. It is important that this factor be clarified at the beginning and properly provided for. Often people outside the research field do not comprehend the complicated nature of such work. They may expect less experienced individuals, who offer a more rapid work schedule at less cost, to complete as worthy a product as those whose estimates seem high but in the long run are correct.

This point leads us to a discussion of the personnel problem. The number of documents involved plus the time limit will determine the number of indexers and typists employed. Three indexers, one of whom was in charge, and two typists proved most satisfactory during the major production period of the *Virginia Gazette Index*. On any large project this ought to be a workable number. It is essential to have one senior indexer who will be the arbiter in discus-

[1] There were about 1,700 issues, including numerous supplements, of the *Virginia Gazette* extant.

sions and maintain the greatest possible degree of uniformity throughout the work. Everything indexed ought to pass through his hands for checking since even with good instruction and the establishment of a body of rules,[2] it is impossible for three people to think exactly alike on such specific problems as are involved, for example, in the choice of main headings. If the indexers are reduced to two, no corresponding decrease can be effected among the typists since they must type, file, and check one another's work.

It is difficult to tell whether or not an individual will be a good indexer. Since few persons are already trained for such work, it is impossible to hire one of that "species" at a good employment agency. It is not so hard to delineate the qualifications, but whether a given person has them or not is another question. The indexer on a comprehensive technical project should have some background in the field germane to the subject. In our case, he did not need to know a great many facts about Virginia history or trades in the colonial period, but a general knowledge of the field of history and, preferably, of American history was essential. We found it impossible to use effectively a biology major, although she was an intelligent girl, simply because it took her too long to orient herself when she was faced with a discussion of the causes of the American Revolution. To find out whether an individual is familiar with the field is, of course, not the difficult part of this problem. A simple inquiry may settle that. We wish to stress, however, that a search until the right person has been found, will yield compensation in time and money, even at a higher salary, and in saving wear and tear on the senior indexer's disposition.

Along with assurance of the applicant's knowledge of subject matter must be combined an estimate of character and personality to find out whether he fulfills the remaining qualifications. No matter how much of an expert in early American history an indexer of the *Virginia Gazette* might have been, if he did not have an orderly mind and, above all, one which could see the relative importance of facts against the background of all history, we were better off without him. He must understand what he reads, not merely in itself but in relation to the established scheme of indexing. In addition, he must have the willingness and patience to concern himself with facts which, though of no special interest to him, some future investigator will be delighted to unearth. Lastly, the indexer must be able to phrase the entries in the briefest possible terms. Wordi-

[2] See p. 295 ff.

ness is not at home in an index. The importance of securing persons with these four qualifications cannot be overemphasized. Respectable salaries are a very good drawing card, and it is well worth while to pay them. The job cannot be done by a hack because it is "only an index." Any attempt at economy in wages, which results in sacrificing high standards, will only increase the cost of the project. If the senior indexer has to revise the entire work of an incompetent assistant, a double loss is involved.

Typists should be reasonably rapid, but they need not be speed demons. Since their duties will include filing, it is more important that they be intelligent enough to learn a complicated system of alphabetization than that they have a speed of 90 words per minute. With proper training and encouragement to take an interest in the project, typists can become very useful in catching clerical mistakes and errors in uniformity made by the indexers.

With the assembly of a good staff, the directors of the project must turn to their most difficult problem — the consideration of a general policy to guide the indexers in selecting material. The question, what to index, is the very essence of the task, and long and thoughtful deliberation must be given to it. Confronted with a mass of material — thousands, indeed millions, of facts — what does one choose to record for the research worker? To answer this question one must ask others. First, is the index for the use of some specific group? If so, then the problem is much simplified. The desires of this group and the means to satisfy them may be readily ascertained. When the *Virginia Gazette Index* was first undertaken, it was conceived as an aid to the research workers of Colonial Williamsburg, Incorporated, in finding information about the buildings, furnishings, and mode of life in eighteenth-century Williamsburg and Virginia. This made necessary very detailed indexing of the advertisements, even including architectural details like types of fences and kinds of paneling in houses. If one agrees to provide information for a particular group of specialists, they may dictate the details to be indexed. If they are genealogists who want merely a list of all personal names, the problem of selection is reduced to its simplest terms.

It is hoped, however, that if the material is worth indexing, the sponsors will feel it should be done as a broader *historical* work of reference. It would then provide assistance to people with many various types of research interests, not merely to one group alone whose needs may soon be satisfied. If this wider goal is set, two

questions more difficult to answer than those posed by a restricted index must be asked: what information is found in this material that is unique to it; and, is the remainder also of interest because it appears in this source? Intelligent answers to these questions depend upon familiarity with the contents of the documents. A few days spent reading and considering them against their background are necessary at this point. In the case of the *Virginia Gazettes*, it was noted that no colonial newspaper had ever been indexed, and therefore we could not depend on any work to cover part of ours. In addition, all of the papers published foreign and other colonial news to a greater degree than news of Virginia. For the latter, the advertisements had to be relied on; indeed, they furnished much local lore which would scarcely be preserved elsewhere.

When the information unique in the material to be indexed has been determined by this inspection, rules should be set up to analyze it completely for subject, personal name, and place. In the *Virginia Gazettes* an advertisement for a house for sale in Williamsburg was indexed under: Houses for sale; the name of the advertiser; the types of buildings on the lot; and the name of the estate, if any. All reports of elections to the Virginia House of Burgesses were indexed under the names of the persons elected and under the counties which they represented. Cross references from Elections to the names of places were used instead of entering each account under such a broad heading.[3]

Some items, on the other hand, will offer a problem in differentiation. These include facts for which no one would search in the source under consideration, either because they are not original in it, do not contribute to a better understanding of its background, or aid in interpreting it. Such details can be logically omitted. Announcements of awards by the British court, copied in the *Virginia Gazettes* from the London papers, were omitted in our plan. No historian would cite a colonial newspaper for a notice about the presentation of the Order of the Garter to Sir John Jones. Reports of speeches in parliament on a subject dealing with the colonies, however, were included under the name of the speaker and under the subject with which he dealt. Careful consideration of where to draw the line should be given to the problem as a whole and then numerous individual decisions will have to be made as the work progresses. It is impossible to anticipate all the types of information with which one must deal. Our general rule was to include

[3] See explanation of cross references, p. 297 ff.

everything on Virginia and the other American colonies, both original and secondary information, whether from England or America, but foreign news items only in brief by subject, excluding foreign personal names unless they were well-known people. The extent of the colonists' acquaintenance with Voltaire, for example, we thought worth noticing.

Having set up a frame of reference — that is, having determined in general what to include and exclude — regulations for those items to be indexed must be established. The ideal situation is to have on hand at this time all the indexers who are to engage in the project so that they may share in setting up patterns for their work. They will then remember the procedure more readily, because they have reasoned out the rules and not merely learned them by rote. Great care should be taken in arriving at the rules, both general and specific, for if they are altered during the course of the project to admit a new type of material or a new method of handling, what is to be done about the work already finished? If the rules are changed during the game, the score is suspect. A good index is based upon consistency. Without that characteristic, it cannot be reliable. When revision is imperative, *you must go back immediately over what you have done* so that all the earlier indexing is brought in line with the new policy.

A preliminary testing process, inaugurated after everyone understands and has agreed on the basic frame of reference, should determine the specific rules. In the case of the *Virginia Gazette* files, the test included ten issues each from 1736, 1751, 1766, 1776, and 1779. Each period offered a variety of problems but a survey of the whole enabled us to relate them to one another. We issue a word of warning against dividing each document into sections for indexing at different stages. Although this device may appear to be a timesaver, it really leads to many complications. Such a division makes it impossible to see at once all the factors in one document which must be fitted into the general scheme. In the *Gazettes*, for example, only advertisements were indexed during the early years of the project, thus creating many problems of inconsistency in relation to the indexing of the news, which would not have existed otherwise. As a result, considerable revision was necessary.

Each rule established should include a subject heading general enough to cover all items of a certain class. Subheadings must be used to give each reference specific value. They are essential in avoiding the pitfall of large blocks of unbroken references which

are anathema to the most patient scholar. Other specific main entries may be included as the needs arise. As an illustration, the rule for indexing material on crimes in the *Virginia Gazettes* reads as follows:

	Example
(1) Name of crime location	Robberies, in Williamsburg, Va. If a trial held, use: Robberies, trials for, in Williamsburg, Va. If a conviction, use: Robberies, executions for, in Williamsburg, Va. and Executions, for robberies, in Williamsburg, Va.
(2) Name of perpetrator	Jones, John, guilty of robbery
(3) Item stolen and place	Silver, stolen in Williamsburg, Va.
(4) Cross references	
(a) from place to crime	Williamsburg, Va., *See* Robberies in

Places were not used as main headings in the *Virginia Gazette Index* unless the item was directly connected with the character of the place or its government. Hence cross references from places to subjects were plentiful.

(b) from general to specific
Crimes, *See also* Robberies

All cross references enable one to eliminate additional entries for the same item. The two types are illustrated above: (a) those from one specific heading to another. This occurs when the reader might expect to find material under a heading which, in practice, has not been used at all or only part of the time. He is, therefore, directed either to the substitute or alternative heading as the case may be; (b) those from a general subject to related and usually more specific subjects. From the user's point of view, they provide keys to certain facts pertaining to his general interest, while he may be unaware of their existence. Cross references may be used to al-

most any degree, though absurdities must be avoided. On the whole it is better to err on the side of too many than too few cross references of this type because of their usefulness.

Cross referencing is most satisfactorily done by years after all the entries have been checked and typed, rather than by individual items. One indexer can be assigned the job of rapidly picking up cross references on the completion of a year's span of the text. These can be typed directly on 3 x 5 slips of another color than that used for the index proper, and they may then be filed by the typists with the latter. This procedure saves confusion for the typist, who otherwise would have to type two kinds of slips at once; it also eliminates the possibility of cross referencing something which might be withdrawn in checking the index.

Each regulation for indexing, when decided upon, should be typed on a 3 x 5 card, in duplicate or triplicate, so that each indexer may have a set. The main subject of the item should appear as the heading. The card should include examples taken from the item for which the rule was originally set up. It is also wise to give the reference date of the example so that it may be checked in detail if necessary. An alphabetical subject file of these cards will enable the indexer rapidly to orient his current material with the policies of the project. When a new principle is developed, it should be added to the file.

Although the indexers should follow closely all the rules established for the project, they should be cautioned against trying to force items into an existing pattern when their main emphasis is elsewhere. What is *most* significant about a piece of information should determine its class. New rules or corollaries should be made when new problems arise. Accuracy of interpretation — another essential character of a good index — will thus be assured. While this point may not seem to need laboring, the tendency to classify in the most convenient pigeon-hole is, in fact, one of the errors most often committed by people learning to index.

When the questions, what and how to index, have been answered, there are several technicalities that require decisions. These include: reference symbols, abbreviations, spelling, capitalization, and punctuation. The criteria for good reference symbols should be brevity, clarity, and usefulness, and they form the equation, a+b=c. Long symbols increase the printing bill, confuse the consultant, and should not be used unless every part is vital to distinguishing one document from another. If the references themselves can be made

to serve in some way to identify the material, they will be all the more useful to the researcher. In the *Virginia Gazette Index*, the only possible reference was a lengthy one, but it did provide additional information for the reader by including the date of each item. The reader should be able to interpret the symbol without repeated consultation of the key.

Commonly accepted abbreviations should be used as much as possible. Where the line is to be drawn and what authority is to rule should be determined at the very beginning of the project, so that from the time the first typing is done the chosen abbreviations will be followed. Such procedure will eliminate one step from the final editing. Similarly, if spelling is made uniform as the index progresses, editing can proceed more rapidly. This will be necessary in cases involving old-style spellings and variants within the documents. A minimum of capitalization is desirable. If capitals are restricted to proper names, a better looking page of type will result. Numerous discussions of what is a proper name will undoubtedly arise. Should it be Long Island, N. Y., or Long island, N. Y.? Consistency may not be so easy to maintain as it might seem. Rules on punctuation should be determined preferably before any slips are typed.

The style of handling these technicalities should not be changed in the process of indexing unless you are prepared to go through the already existing slips and make the corrections. It is impossible to stress too strongly the importance of establishing policies at the beginning of the undertaking and of adhering to them.

Having outlined in detail what factors ought to be discussed thoroughly before the indexing actually begins, let us now turn to the actual work processes by which the task is accomplished. These, like the equipment needed to carry them out, are fundamentally simple. Typewriters and paper are the only essentials. Each indexer and each typist should have a typewriter. We found it helpful to have the paper perforated in strips of five 3 x 5 slips which could be easily torn apart. When used in strips of five to record the original indexing, these were called "tracings." The following illustration is taken from our "tracing" for Dixon and Hunter's paper of January 10, 1777, page 1, column 1 through page 2, column 2:

[Paine,	D10Ja77:11-
Thomas],	P10Ja77:11-
American crisis reprinted	Pi17Ja77:11[4]

[4] If the same news item was printed by more than one editor, the references, con-

American crisis,
extract from reprinted
(1)

Sullivan's island, India, D10Ja77:22
naval engagements at
(2)

Williamson,
Andrew, Col.,
treats with Cherokees

Cherokees,
treaty with S. C. negotiated

South Carolina,
treaty with Cherokees negotiated
(3)

Salt,
plentiful in S. C.
(4)

Gunpowder,
imported to Savannah, Ga., from W. I.

Imports
to Savannah, Ga., from W. I.
(5)

These sheets remain a permanent chronological record of what items from each document have been indexed, and are an invaluable aid on many unforeseen occasions. It would, indeed, be impossible to do any lengthy indexing job without keeping such a record. Only a book-length index can be done directly on slips which are immediately filed.

The perforated strips of paper can also be used by the typists to record the individual references, one 3 x 5 slip for each item. When a section of work has been completed, the slips will be torn at the perforations and filed alphabetically. Some 3 x 5 white cards for keeping files of rules will also be useful. Cross references are easily spotted by the printer and, during the process of indexing, by the staff, if they are in another color than the main entries. Slips in strips of five, perforated, would also be useful here. An item which makes for more comfortable working conditions, especially if the material being indexed is unwieldy in size, is a book-rest for each indexer's documents so that they may be read more easily upright.

nected by hyphens, were given for each paper. The same procedure was used for advertisements; but if an advertisement was duplicated in successive issues of a particular paper, only the first printing was indexed.

These can be made out of plywood. The typists should also have some sort of stand to hold the "tracings" from which they are to type.

We are now prepared to outline the step by step procedure of indexing. Each indexer should work on a fairly large segment of material (a year in the *Virginia Gazette* files) in order to gain a sense of continuity. When we had three indexers available, therefore, work was going ahead on three separate years' material at one time. The indexer reads an item, or paragraph as the case may be, the first time to ascertain the main subject and to relate it to the general principles which he is to follow. On the second reading the specific parts to be indexed are selected, the reference symbol typed at the top right-hand corner of the page, and the entries listed one after the other in the order in which they appear in the article. (See illustration on p. 299). All entries should be exactly as they are to be in the final copy unless some agreement is made with the typists with regard to capitalization, abbreviations, and the like. The main heading should appear on the top line, the first subheading on the second line with a two-space indent, the second subheading on the third line with another two-space indent, and so on for as many subheads as are used.

When each person has finished indexing his segment, the senior indexer should check the work of the other two for accuracy in reference dates, spelling, and other details as well as for understanding of the material, completeness in indexing, and uniformity in entries. In order to approximate the latter — and perfection is manifestly impossible in any long operation — the senior indexer must go over all the material before it is ready for typing. His own work should also be checked for accuracy by one of the indexers.

Then the typists receive the indexers' work which they may divide among themselves. Each entry is typed in the upper left-hand corner of a 3 x 5 slip with the reference date in the upper right-hand corner. Typing should be checked by exchange of work, and particular attention should be given to accuracy in the reference symbols. The slips are torn apart, scattered alphabetically, and filed by all the typists. Final filing in the master file should be done by one person only, well versed in the alphabet, to reduce the margin of error. Alphabetization is most important and should be done with the greatest care, with checking by the senior indexer until it is certain that the typist understands the process.

When all the documents have been indexed and the slips filed,

they may be edited and prepared for shipment to the printer. The latter will usually agree to set type from the slips providing they are properly numbered in their final order. In many cases several cards with the same main heading will have accumulated, some with the same main heading and first subheading, and some with the entire entry identical. In these cases, the editors (who will be the indexers — the typists' services are no longer required) will cross out whatever is identical with the first slip of a related group. Numbers can be used to identify what position of indentation the first remaining subhead should take in the printed column. Slips on which the whole entry is the same should be stapled together and the printer instructed to use only the reference symbol on all but the top slip. Examples from the *Virginia Gazette Index* follow:

slip 500		Houses,	R26F68:21
		for rent,	
		in Williamsburg, Va.	
" 501		~~Houses,~~	29S38:31
		~~for rent,~~	
	2	In Yorktown, Va.	
" 502		~~Houses,~~	PD170c72:31
	1	for sale,	
		in New Kent co., Va.	
" 503		~~Houses,~~	PD240c75:32
		~~for sale,~~	
		~~in New Kent co., Va.~~	

Note: Slips 502 and 503 are stapled together.

Punctuation can be omitted in the final editing if it has not been inserted during typing, provided an agreement is made with the printer that it is to be uniformly inserted by him. During the editing the alphabetization should be checked and a lookout kept for any cross references which may have been omitted. Inconsistencies in entries which have slipped by during the indexing proper should be eliminated now. With the completion of editing, the index will be ready for the printer. The *Virginia Gazette Index* was printed by photo-offset. In a long and complex text of this kind, the cost differential between this process and regular printing is not so great as in a job of ordinary length and composition.

The adoption of these principles and techniques of indexing, general and specific, should produce a good index. As the proof of the pudding is in the eating, the success or failure of an index is declared by the user. An index is a good one if it can answer the ques-

tions put to it by the majority of investigators. To do so it must have certain characteristics which the principles and their application, discussed above, will foster. These are: consistency of entries, accurate interpretation of material, accuracy of references, brevity of entries, and sufficient breakdown in the entries so that large numbers of block references will not appear. Consistency of entries means, in brief, that for a given type of information the same entry should always be used. If a research worker is interested in pursuing a study of crimes, for example,[5] he should expect to find every item referring to a criminal act under its name, not sometimes under the name of the crime, sometimes under the perpetrator's name, and occasionally under the place where it was committed. Without this assurance no investigator can depend on having in hand all references to the items in which he is interested. His only alternative is to read the documents themselves, thereby defeating the purpose of the index. To maintain consistency among two or three workers over a period of three or four years' indexing is the most difficult challenge facing the senior indexer, but one which must be accepted and met.

Accurate interpretation of the material is of obvious importance. It is for this reason the indexer should have some familiarity with the field in which he is working so that he may read with intelligence and understanding the item he is to classify. Overlooking its significance or placing it under an incorrect main heading hides it from the user as effectively as ignoring it completely. Errors in reference symbols will as readily confound the reader. Although some are unavoidable in a large undertaking, extreme care should be taken in typing and checking to reduce inaccuracies to a minimum. Brevity of entries reduces the somewhat cumbersome quality of a long index and makes for more rapid consultation. It is one of the qualifications which can be met without much difficulty. Patience and attention will also assure a sufficient breakdown of entries. Nothing is more exasperating to the eager user than to look up John Doe's name and find 50, or even 15, references with no subheadings to indicate to him whether he is interested in all of them, some of them, or none of them. Limitations of space should never be pleaded as justification for block references. The additional words are well worth the extra expense. To serve the specific needs of the user is what indexing is all about.

It is the writers' hope that those who undertake an extensive in-

[5] See above, p. 297.

dex, whatever its nature, may be able to find guideposts in this discussion of policies used in the *Virginia Gazette Index* which will lessen the complexity of their task. Even with these suggestions and warnings, their assignment will often be discouraging in the hundreds of little problems which will arise to obscure the main issues. But perhaps this outline of procedure will so lighten their burdens that they will be in fine fettle to celebrate the completion of their project.

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Archivists and Bibliographical Control: A Librarian's Viewpoint[1]

By VERNER W. CLAPP

Library of Congress

I fully realize that it is not fair to expect archivists, whose business is so largely with the past, to be overly concerned with what is happening in the present; but it may not, however, wholly have escaped your attention that a revolution has been taking place in the formal education of librarians, and that the curricula of library schools during the past few years have been undergoing radical changes. Time was when a librarian was expected to be a bookman, with a wide acquaintance of books and authors, of languages and literature. His basic education was usually in the arts and his professional training a science. All this is changing. Librarians are now engineers, and no librarian worth his salt considers books as literature, but merely as the stuff (he calls them "materials" or "collections") which is to be subjected to engineering processes. His talk is not of authors, but of administration; he never mentions books but, instead, bibliographic control or organization. His speech and his writings are turgid with the vocabulary of what is called "management" and with the clichés of many applied arts and sciences, with words such as communication, mass media, channels, data utilization, scientific aids to learning, mobilization of thought, orientation, workshop, audio-visual, brightness ratios, lumens, sound-to-signal ratios, decibels, diameters, resolution, pH, alpha cellulose, residual thiosulfate, X-punch, random numbers, and modules. If you should go, these days, to a convention of librarians and look at the commercial exhibits, you will indeed see a number of books on display, but by far the larger number of the exhibits consist of mechanical devices of one sort or another — punched card mechanisms, duplicating devices, photographic applications in macro and micro facsimile, electronic styluses, mechanical book-charging devices of many kinds, laminators, bookmobiles, and trick bookstacks. Mechanisms have permeated practically every part of library work, almost — it would seem — to the exclusion

[1] Paper read at the annual meeting of the Society of American Archivists at Madison, Wisconsin, October 10, 1950.

of the books upon which the work is based. But I am confident that an efficient book-disposer will soon be on the market.

Archivists, I am led to understand, have allowed themselves to overlook many of the modern conveniences to which librarians have become accustomed, and I have been requested, together with my distinguished colleague, Vernon D. Tate, Director of Libraries at Massachusetts Institute of Technology, to bring some additional foot-candles to bear on your archival darkness.

All jesting aside, it is true that, in common with other human activities including housekeeping, library work is increasingly seeking the assistance of mechanisms, not merely with the objectives of simplifying or expediting the work or of reducing its costs, but also of improving its services in the sense of making them more useful to existing consumers, of extending their use to groups of consumers not yet served, and — especially — of keeping up with the consumers' expanding and diversifying requirements and with the multiplying and diversifying character of the materials on which library services are given. It is true that mechanisms have pervaded almost every aspect of library work, and threaten to be even still more pervasive. The important thing to remember, however, is that library work was always dependent upon mechanisms, if only those simplest mechanisms which were required for storing materials, for assigning locations in this storage space, and for finding them when needed. These primary operations are still basic to the bibliographic work performed in libraries, and since the operations of archival and of library collections share this same basis, it may be worth while to consider some of the mechanical aids to which librarians have been looking recently in the hope of improving their work.

The elements of library work consist in assembling records of human communication (typically printed publications; less typically, acoustic, pictorial and tactual records, and unpublished as well as published materials) which have potential usefulness to a particular community, and in supplying particular records from these collections in response to specific needs. Bibliographic techniques and mechanisms are employed in the creation and maintenance of such collections; but, for the present, we will restrict the discussion to those techniques and mechanisms which are used for supplying the records to the consumer. In recent discussions the word "selection" has been frequently employed to describe the group of operations which are involved here.

Because selection involves the material itself, the lists of catalogs

which record it, and the contents analysis which call it to the attention of an inquirer, I shall comment on developments under each of these heads, without attempting, for lack of time, to cover all, or even all important developments.

I need say little about microfilm. Equally with archivists, librarians use it to replace decaying originals or to reduce their bulk. We find it useful because it lends itself to cheap reproduction for the benefit of our users, and it permits us to acquire materials that would otherwise be wholly unprocurable or much more expensive. But we have never really liked its format, which is that of the scroll, and we have been experimenting with other forms of reduced facsimile — the transparency, the microcard, and microprint. The transparency has advantages over microfilm in that it can be filed flat, but by the same token it loses the ability to be continuously processed, as can film. Microcards and microprint can also be filed flat, and are, in addition, cheaper in edition lots than photographic prints. With all their advantages, however, all the reduced facsimile substitutes for material involve certain disadvantages — their use requires ancillary equipment which even at the best presents elements of inconvenience, bulk, and expense; it is less agreeable and convenient to use them than the originals; and it does not convey all the data contained in the originals, e.g. watermarks.

The reproduction of materials in reduced facsimile affects the selection process in other and sometimes unexpected ways. It is often simple, with microfilm, to make a record of a collection as a collection before its components are distributed. It is comparatively simple to file duplicate copies under several headings. With microcards the catalog entry and sometimes even an abstract can be placed on the same card with the reduced facsimile of the text which is described. On the other hand, the reduced facsimile methods definitely complicate the bibliographic process — by stimulating the production of separate registries of reduced facsimiles, by multiplying citations to a single work, and in other ways.

A principal use of reduced facsimile is the (comparatively) inexpensive extension of collections. Other mechanical methods, in assistance of or in substitution for interlibrary loan, are being tried. Where the interlibrary loan traffic warrants, as between Racine and Milwaukee, teletype has effected an improvement over telephone, just as does the telewriter in intramural installations. Where the traffic is still heavier, an application of television may be warranted. At Oak Ridge, where library users may for reasons of security not go freely from one installation to another, complete duplication of

library collections would seem to be a consequence. It is hoped to avoid the necessity for such duplication, however, by the use of telefacsimile equipment which will make it possible for a reader in one installation to consult the books in any other by means of televised photographic copies. Such a system, under the name of Ultrafax — a marriage of television and microphotography, with hot solutions to speed the photographic processing — was shown in a public demonstration a couple of years ago to be capable of transmission and reproduction at a speed of something like a thousand pages a minute. The economics of the installation at Oak Ridge will be closely scrutinized, you may well believe, for they may hold important implications for the building of research collections, interlibrary relationships, and the development of decentralized library systems.

In the cataloging or primary listing of library materials the card catalog still reigns supreme in library work and is likely to do so for some time to come; and so, therefore, is its component, the catalog card. One of the most attractive features of the catalog card is its adaptability to use in different combinations. Its production can be centralized while its use can be wholly decentralized. Such use, however, requires easy multiplication of the cards, and many processes have been employed to effect this. As long ago as 1854 the Smithsonian Institution began to collect stereotype plates for separate catalog entries; these were used to print a catalog for the Library of Congress and were to have been used, in different combinations, to print the catalogs of other libraries. More recently addressograph plates and stencils, mimeograph stencils, fluid process masters, imprinted multilith stencils, and photographic transparencies have been used for similar purposes. At the Library of Congress we find that in the large operation of the Card Division, which sells some 25 million cards a year, original printing from letter-press, with replenishment of stock by photo-offset, is the most efficient method. However, in another operation (the preparation of the *Technical Information Pilot*) we type abstracts on 5 by 8 inch cards; we then print an edition of 3 by 5 inch catalog cards from these by reduced facsimile photo-offset; and we then print an abstracting journal by still further reduction of the cards.

As you know, numerous publications of a bibliographical character are now prepared by the technique of mounting individual entries in page arrangement, photographing these arrangements and printing by photo-offset. The entire 167-volume catalog of the Library of Congress was printed in this way by Edwards Brothers;

and the *Bibliography of Agriculture*, *Biological Abstracts*, and numerous publications of the Library of Congress are currently produced by this method. One of its great advantages is that once the page layout has been photographed the individual entries can be saved for later cumulations or other arrangements, thus saving typing, typesetting, and several stages of proof-reading. This is the very objective that was sought by Professor Jewett through the use of stereotype plates in 1854, and which is currently being achieved for the bibliographical publications of the H. W. Wilson Company through storage of linotype slugs.

It is but a step from this to the wholly mechanical preparation of printer's copy of bibliographic compilations. For example, the entries for an index may be punched, as they are made, into Hollerith cards. When the time comes for going to press, the sorting and printing machines will arrange the cards in the prescribed (alphabetic or other) order and print them off either directly, or by actuating a typewriter on which a greater variety of type-face and arrangement is available. This system also lends itself to interfiling of entries and the consequent preparation of cumulations, or of different arrangements, or of revisions, without completely reworking the data. We have published one book by this method and are planning others. In particular, it appears that a new edition of the *Union List of Serials* (greatly needed) is beyond the capacity of libraries to produce by the printing methods previously used. If, however, the data were to be kept on punched cards, the job of keeping it up to date and of preparing printer's copy from time to time would be reduced to mechanical handling, thus eliminating much of the editorial labor of the previous editions as well as the setting of type. Furthermore, these punched cards could be duplicated easily, could be exchanged with those of other countries, could be sorted out by subject, location of copies, place of publication, language, or date. Finally, we hope that from these cards listings and directories can be prepared which will facilitate the serials work of the participating libraries and reward cooperation in the work. All these things are advantages not provided by the older techniques.

I come now to contents analysis. The principal basic intellectual operations here are classification and indexing. Mechanical applications to the work have to date been directed not to the reduction of the intellectual tasks but to making more efficient use of the product, e.g.:

by providing more efficient storage for the selection data;

by reducing the mechanical work of preparation of the storage mechanism, as for example, the avoidance of making separate entries for each subject heading;

by narrowing down the selection process through the use of multiple entries or selectors;

by greater speed in selection;

by improving the cumulativeness of the storage mechanism;

by increasing the speed and cheapness of supplying a copy of the material selected;

by facilitating the reproduction of the storage mechanism itself.

For example, with punched cards it is not necessary to make a separate card for each subject coded into them; maintenance in a particular order is unnecessary; the use of multiple selecting indicia will narrow the search down to the perhaps one card in the file which contains these indicia. With Hollerith cards and with the film used by the Department of Agriculture's Rapid Selector, duplication of the file may be easily and cheaply effected. With the Rapid Selector, too, it is possible to obtain a microfilm copy of the material selected as the end of the selection process. The great electronic computing machines offer promise of selecting from data at incredible speeds, and one author has calculated that if every page in every book in the Library of Congress were represented by an analytic recorded in one of these machines, the selection of the desired page would nevertheless require only a matter of minutes. But, as Ralph Shaw has pointed out, it would hardly be efficient to use one of these mighty engines to discover what a $3,000 a year assistant knows instantly to be available in the *World Almanac*, nor would it be possible without a fabulous expenditure to provide one of these machines for the use of each of the persons who at any one time is making use of the Library's catalog.

Nevertheless, numerous projects of research are going on, in developing classification systems and subject headings, mechanical appliances that will use them, and the codes which will adapt the systems to each other. Lack of time prevents me from listing them. But on the campus of the University of California at Los Angeles the other day there was a ceremony dedicating the Bureau of Standards' new computing machine for which already there have been prepared some exercises in bilingual translation. It may be expected that these experiments will cast a great deal of light upon the verbal, grammatical, and syntactical equivalences and divergencies of languages — light which will be reflected upon the semasiological and selection problems of bibliography.

All the instances I have chosen have been drawn from library work, where materials typically occur in edition lots, and hardly touch the work of archivists who are concerned so principally with the unique, the record copy. Yet the operations of these two kinds of institutions are drawing closer together in several areas. The mimeographed research report, for example, which has superseded journal publication to so large an extent, is requiring some heroic efforts to control bibliographically on a library basis. It would be a pity if the same controls could not serve to manage the record copies of the same publications when they reach the archives. Photographs and maps furnish other instances of a similar situation. As the processes which are used for producing record copies become more and more nearly identical with those which are used for producing publications, the contents of archives and libraries will grow more and more to resemble each other, and we shall be forced, in the interest of efficiency, to share each other's bibliographic labors and product.

These remarks were to have been about the scientific control of information. They have given you no science, and little prospect of immediate great advances in control. Much of what I have said describes merely efforts to keep abreast, but advances have come and will continue to come from these very efforts. There are other current efforts, in the direction of cooperation, coordination, and redistribution of work in bibliographic activities which are having the same effect, but which I have not mentioned because I have limited these remarks to mention of mechanisms.

To conclude. In the bibliographical work of libraries we need analysis at various levels. We need macroscopic analysis, as of collections. We need intermediate analysis, as of books and periodical articles, by more or less general or specific subjects. We need microscopic analysis of the indivisible concepts suggested by particular words, names, and so forth. We need bibliographical mechanisms to store these analyses — mechanisms more capacious, more adaptable, more reproducible than those we have now. We need standards and procedures which will make generally available the bibliographic work which now is going on in thousands of centers and whose usefulness is restricted to those centers for want of proper mechanisms and organization. We need to reduce unnecessary duplication and overlapping, to increase coverage, and to lower the cost of bibliographical services. These are objectives. Progress toward them is slow, but is genuine.

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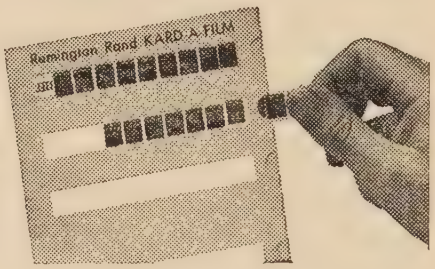

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The Records of the Democratic and Republican National Committees[1]

By DONALD R. McCOY

The American University

WITHIN the last fifty years government in the United States has become the biggest of all big businesses. Befitting its Gargantuan size, it has become increasingly interested in the competent administration of its records. Thanks to this growing governmental awareness of the importance of efficient records management and archival administration, officials and scholars are able to make more effective use of the recorded experience of the body politic.

Political parties have played a vital part in the tremendous growth of the powers of state in the last half-century. They have often served to pacify conflicting sectional, social, and economic interests in the nation; they have functioned as the recruiters of our elected officials; they have played a leading role in the formation and interpretation of public opinion; they have been instrumental in the formulation of public policy. In short, political parties have been well-nigh indispensable to the operation of the American governmental system. Yet, compared to the great mass of preserved records pertaining to the history of our governments, Federal, State, and local, practically nothing has been preserved to document the internal growth and functioning of American political parties.

The most important single creator of a major political party's archives is its national committee organization. The Democratic National Committee was established about 1844; its Republican counterpart was formed in 1856. If a scholar were to visit the Democratic National Committee headquarters to consult the rec-

[1] This paper was originally submitted to Dr. Ernst Posner of The American University, Washington, D. C., in partial fulfillment of the requirements of a graduate course in archival administration. The author, who has since joined the National Archives staff, gratefully acknowledges the kind assistance rendered by staff members of the Democratic and Republican national committees.

ords of the 1924 Democratic National Convention, however, he would be informed that the "relevant" materials regarding the Convention had been published before the destruction of the records. If he then journeyed to the Republican National Committee office building to inquire about the patronage files of the G.O.P. for 1921, he would be told that they had been disposed of along with other "unimportant" records of that era. The simple truth is that almost all the records of these national political committees prior to 1928 have been lost or destroyed. Indeed, the situation is so bad that the Democrats cannot ascertain when their national committee was formed.[2]

Obstacles to the Preservation of National Committee Archives

There have been many reasons for the paucity of archival documentation relating to the development of the two national committees. Several barriers to the survival of their archives have resulted from the limited and fluctuating finances of the national committee organizations. Dependent upon individual voluntary contributions for their support, the committees have always tread an unsteady financial path. In fact, it has been only within the last twenty-five years that they have been able to afford more than the most meager staff, and it is unlikely that the fiscal condition of the committees can improve much in the immediate future. Under the terms of the Hatch Act of 1939, each national committee is restricted to expenditures of no more than three million dollars a year.[3] As a large part of the committees' funds must be used directly for publicity and campaign purposes, allocations for staff and space must be kept at a minimum. Thus, neither organization has adequate working space, with the result that records that no longer seem to be of direct use in the functioning of the committees must be disposed of. Unless someone is immediately on hand to take over these archives, this disposal process takes the form of destruction.

Because of the committees' fluctuating financial resources, they often have been forced to relocate their headquarters. The Democratic National Committee staff has occupied three different locations in the last ten years and is preparing to make a fourth shift; the Republican National Committee has been located at two sites

[2] See C. Edgar Brown (Ed.), *Democracy At Work* (Philadelphia: The Local Democratic Political Committee of Pennsylvania, 1948), pp. 518 f.

[3] See Title 18, Section 61-t, in the 1946 edition of *The United States Code* (Washington: Government Printing Office, 1947).

since 1940, and should its functions increase in the near future the organization would probably have to move from its present cramped office building. Indiscriminate destruction of the bulk of the committees' records has usually accompanied these movements in an effort to avoid "excess" shipping costs, and to "create" more space in the new locations.

The frequent wholesale purges of the committees' records have not met with disapproval among certain elements within these organizations. Many staff members have felt that the transactions documented by the committees' records are of no concern to outsiders. Underlying this attitude, of course, has been the justifiable fear that material contained in a committee's records could be used as campaign ammunition against its party. Thus, the watchword of many national committee officials has been, to paraphrase an old motto, "Destroyed records tell no tales."

Another factor which has jeopardized possible preservation of the permanently valuable records of the national committees has been the countless changes in staff and policy from year to year. For example, the Democrats have had five and the Republicans seven national committee chairmen since 1940. These top-level administrative changes have caused a similar parade of executives in many subordinate policy-making positions. The frequent policy reversals which have resulted from these persistent staff changes have hindered the committees' endeavors to effect efficient records management programs.

Lastly, the organization of the headquarters of the national committees has also played a role in creating obstacles to the accumulation of an adequate documentation of the history of the committees. There are eleven separate operating units within the Republican National Committee, and each one is responsible for the organization and disposal of its own records.[4] As there is no uniform policy for the management of the National Committee's records, the bulk of the valuable materials of recent origin will probably be unavailable to the Committee and scholars in the future. The situation in the Democratic National Committee is somewhat better. Some eighty-five percent of its records are consolidated in a central file,[5]

[4] The existence of eleven semi-independent divisions within the Republican National Committee reduces the amount of space that can be devoted to the storage of records because of the duplication within the files of these units — the Chairman's Office and the Speakers' Bureau maintain similar biographical and photograph files, the Research Division and the Library maintain many duplicate report and pamphlet files.

[5] Not only have the bulk of Democratic National Committee records been placed in a central file, but, under the supervision of the Committee's Records Officer they have received the benefits of a uniform filing system.

while the relatively coordinated activities of their Library, Research, and Publicity Bureaus avoid duplication of record materials.

Summarizing the obstacles to the healthy management and disposal of the records of the national committees, it must be remembered that the *raison d'etre* of a national political committee is to secure the election of its party's candidates. Consequently, in trying to achieve that goal, the officers of the committees have often administered the organizations' records guided by the notion that the files are the most expendable of all their resources.

What Has Been Preserved?

In surveying the extant archives of the national committees, we find that many of their records have found their way into the hands of private individuals. Sometimes the committees have presented them to interested party members; more frequently, they have been retained by retiring national committee officials as part of their personal papers. In any event, it appears that many of the national committees' records thus disposed of were ultimately lost or destroyed. Some of these "personal archives" have found their way into manuscripts repositories, however, with the result that a portion of the committees' more valuable records have been preserved either intermingled with the donor's papers or, in some cases, in their original order. For example, some records of the Republican National Committee for 1876 are in the custody of the Hayes Memorial Library;[6] and many of the records of the Women's Division of the Democratic National Committee have been presented by Miss Mary Dewson, a former director of the Division, to the Franklin D. Roosevelt Library.[7] Other records of the committees have been given to or retained by party leaders to use in writing books concerning their role in the operation of the party. Thus, in this extremely indirect manner some of the documentation of the committees has been preserved.[8]

[6] Hayes Memorial Library, *An Index and List of the Letters and Papers of Rutherford Birchard Hayes* (Columbus: Ohio State Archaeological and Historical Society, 1937), p. 12.

[7] The National Archives, *Eighth Annual Report of the Archivist of the United States as to the Franklin D. Roosevelt Library, 1946-1947* (Washington: Government Printing Office, 1948), pp. 5 ff.

[8] For example, the following books are based in part upon national committee records: James H. Farley, *Behind the Ballots* (New York: Harcourt, Brace, and Co., 1938); James H. Farley, *Jim Farley's Story: The Roosevelt Years* (New York: Whittlesey House, 1948); and Charles Michelson, *The Ghost Talks* (New York: Putnam Co., 1944).

The Federal Corrupt Practices Act of 1925 requires the national committees to file at least annually with the Clerk of the House of Representatives statements which are based upon extremely important committee records. These statements list the names and addresses of persons contributing one hundred dollars or more to a committee during the preceding year, as well as the dates and amounts of such contributions, and the total sum of donations received by a committee. They also include the names and addresses of persons receiving ten dollars or more from a committee, as well as the dates, purposes, and amounts concerned in each disbursement cited, and the total sum of a committee's expenditures. Although these statements by law "constitute a part of the public records" of the Clerk's Office and are "open to public inspection," there is statutory provision for their preservation for only a period of two years from the date of filing.[9] After that two year period elapses, these important records are destroyed. In the interest of scholarship and ethical political practices, it would seem wise for the Congress to provide for the permanent preservation of these records.

Needless to say, the greatest portion of the extant records of the national committees is located within the headquarters of these organizations. These materials relate to the committees' operations for the last ten or twenty years, and the bulk of them are scheduled for eventual destruction. A survey of the records housed in the headquarters of the two national committees reveals that they include the following groups:

The Republican National Committee. — Correspondence and receipts relating to contributions and expenditures (destroyed after ten years); stenotype records of the meetings of the Republican National Committee and of its Executive Committee (from 1928 with some prior strays; will probably be kept permanently); records of the 1948 National Convention; draft and reading copies of the current Chairman's addresses; current fiscal, publicity, and political mailing lists; copies of the press releases of the Committee and of selected prominent Republicans (extends back four or five years and is weeded occasionally); general comment mail (destroyed after a year); correspondence with prominent figures concerning high level policy, plans, and programs (the bulk of this is from 1940, with some letters dated from between 1928 and 1940); biographical and picture files of current Republican leaders; reports from and instructions to the Committee's Field Corps (mainly within the last five years); Research Division political studies (from 1936, weeded); advisory

[9] See Title 2, Sections 244 and 247, in the 1946 edition of *The United States Code* (Washington: Government Printing Office, 1947).

reports to Republican candidates (mainly from 1946); selected copies of the Committee's publications which have been retained by the appropriate staff divisions; selected radio transcriptions; selected materials relating to the furnishing of speakers to critical campaign areas; plans and materials concerning special projects like the School of Politics and the Regional Women's Conferences; confidential records, reports, and planning materials of the Chairman's office; and housekeeping records.

The Democratic National Committee. — Correspondence and receipts relating to contributions and expenditures (from 1946); correspondence with prominent figures regarding high level party policy, plans, and programs (from 1946, weeded); housekeeping records; general comment mail (usually destroyed after six months); correspondence and records concerning the national patronage affairs of the party (from 1945); convention records (from 1932); current fiscal, publicity, and political mailing lists; biographical and picture files of current Democratic leaders; political research studies (since 1946 with some prior strays); selected press releases and publications; and confidential plans, reports, and instructions.

Undoubtedly, these records contain material of priority interest to students of recent American politics. It is extremely difficult, however, to obtain direct or even indirect access to the committees' records.[10] Usually the permission of the chairman of a committee is required for one to search through an organization's files; this privilege is rarely granted unless the searcher is vouched for by top-level party officials. In some cases, however, committee staff members will consult the records in order to find answers to a limited number of specific questions asked by an outsider. It might also be mentioned that the library and clipping file facilities of the committees are accessible to mature researchers. These divisions possess some excellent printed materials pertaining to American politics; the Library of the Republican National Committee contains many miscellaneous items of historical interest which are unavailable elsewhere, such as campaign leaflets, buttons, broadsides, and publicity releases.

Probably the largest accessible concentration of the archives of a national committee is located in the Franklin D. Roosevelt Library at Hyde Park, New York. This library was founded to fulfill President Roosevelt's wish that a "research center for the study of

[10] This is understandable. In the first place, as the committees are organized solely to aid in winning political power for their respective parties, they are not to be thought of as scholarly research institutions. Thus, they have no facilities to accommodate people who would use their records as the basis of research projects. Secondly, they know by experience that information taken from their files might be used against them for political purposes.

his Presidency" might be established.[11] To aid in accomplishing this goal, the Democratic National Committee has thus far donated the party's patronage records from 1932 to 1945;[12] miscellaneous "papers" from 1928 to 1933; the files of its Library and Research Bureau of 1932 and 1933; and the records of its Women's Division for the period from 1932 to 1946.[13] Viewed in terms of the total amount of the national committees' records placed in archival repositories, this represents a remarkable achievement. However, memorials such as the Roosevelt Library, assuming that there will be more forthcoming, cannot hope to accommodate the permanently valuable records of the national committees in anything like a continuing order.

In addition to the extant archives of the committees, some of the publications issued by the parties relate to the records of national committees. Both committees publish selected records of the national quadrennial party conventions which are planned by the national committees. Usually these reports include some additional historical and record materials concerning the parties and their national committees.[14] The Democrats have gone one step further than the Republicans. Since 1888 they have included in each of their published National Convention proceedings the complete minutes of their National Committee meetings for the four years preceding publication. The countless publicity and instructional publications of the national committees form a block of material of the utmost value to the researcher. Unfortunately, the national committees probably have on hand less than one-half of the books, pamphlets, and periodicals which they have issued or authorized. Although the Library of Congress has an extensive collection of these materials, it too is far from complete.

[11] The National Archives, *Eighth Annual Report on the Franklin D. Roosevelt Library*, p. 1.

[12] According to the Records Officer of the Democratic National Committee, the Committee's patronage records for the World War II era were just recently moved to Hyde Park.

[13] See the Second, Fourth, Sixth, Eighth, and Ninth *Annual Reports on the Franklin D. Roosevelt Library*, and the *List of Major Groups of Material in the Franklin D. Roosevelt Library* (Hyde Park, 1948).

[14] Besides doing the actual job of publishing selected records in their custody, the committees have, for financial reasons, authorized others to do it on occasion. The volume cited above, *Democracy At Work*, edited by C. E. Brown, is an example of this policy wherein a Democratic organization in Pennsylvania was authorized to publish the proceedings of the 1948 Convention.

Conclusions and Recommendations

American scholarship has suffered because of the dearth of archival material relating to the largest and most influential instrumentalities of our major political parties. The frequently defective research foundations of the formal histories of our political parties evince the need to preserve national committee archives in the future. The records of the committees offer excellent documentation of the role played by parties on the national political and governmental scene. Furthermore, they serve as the only practical guide to the functioning of local political organizations.[15] The efficient administration of the national committees' records and archives would offer definite advantages for the committees. An effective records management program could save a great deal of vital office space, as well as result in personnel economy and a more efficient reference service. The preservation of committee archives would mean that the organization's officials could in the future refer to the experience of their predecessors for guidance. Then there is always the publicity aspect. Political parties seem to be particularly fond of harking back to their history for publicity purposes. Certainly the preservation of the key records of the party would enhance this vein of publicity. An effective records administration program could be adopted by the national committees with a minimum of expense and a maximum of administrative and scholarly profit. In line with the implementation of such a program the following recommendations might be considered:

1. *Both national committee staffs should include a records officer endowed with consistent and continuing power to effect a records management program throughout their respective organizations.* This applies especially to the Republican National Committee, which does not have a records officer. The reduction in operating expenses which would result from an efficient committee-wide records control policy would more than pay for the salary of such an officer in each organization.

2. *The rulings of the two national committees that all the materials officially made and received in the course of their activities are the property of the committees should be more rigidly enforced.* The practice of giving records of the organizations to private individuals should be discontinued.

3. *A permanent arrangement for the transfer of records of enduring value*

[15] The task of trying to save the archives of the thousands of local political organizations is hopeless. Most of them cannot afford to maintain a permanent staff, much less an archival program. Local archival or manuscripts repositories just cannot bear the expense involved in processing, evaluating, transferring, and preserving these records. However, the documentation pertaining to these local groups in the national committee records can be saved to the profit of scholarship.

should be made with an interested archival or manuscripts repository. This institution should preferably be in the vicinity of the national capital, like the Library of Congress, so that ready reference to these archives could be made by committee officials. It should be impressed upon the committees that such establishments can place adequate restrictions upon the use of these records to prevent their exploitation for political purposes.

4. *To complement or supplement the above recommendation, arrangements might be made whereby interested institutions could microfilm selected records of the committees.*

5. *The committees themselves might adopt a limited microfilming program.* Such a program appears to be called for if certain essential but bulky administrative records, which might not be of interest to an archival repository, are to be preserved.

All in all, the situation is not hopeless. With a minimum of effort, a records management program can be instituted which will save these extremely valuable archives. Such a program would not only be of advantage to scholarship, but would pay dividends to the committees in the form of space and personnel economy, and a more efficient records reference service. Thus, it is incumbent upon scholars, archivists, and the national committees to cooperate in working toward the achievement of such a program.

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Church Archives in the United States[1]

By WILLIAM WARREN SWEET

Southern Methodist University

SOME twelve years ago I began a paper on this same subject with the statement that church archives in the United States had been a long time in receiving any serious consideration. Since that time opinions and attitudes toward church archives have undergone considerable change. The long-time neglect of this type of source material was partially caused by the fact that the leading American historians had devoted themselves primarily to our political and institutional development and, from the turn of the century onward for a generation at least, economic determinists were in the historic saddle. It was R. A. Seligman with his *Economic Interpretation of History* (1902) and Charles A. Beard with his *Economic Interpretation of the Constitution* and his *Economic Origins of Jeffersonian Democracy* who set the pattern for a whole generation of young scholars. The Turner "school," perhaps the largest and most active group of American historians of the past fifty years, also tended in the direction of economic determinism.

J. Franklin Jameson in his short but splendid survey of the *American Revolution Considered as a Social Movement* noted that most of the writings about the American Revolution had been confined to the military and political aspects:

> Every move in the political struggle for independence from Great Britain, every action of the Continental Congress, has been described over and over again. Every battle and every skirmish in the long and dragging war has had its historian or has been the theme of meticulous articles or controversial pamphlets.

He stated that even in the 1930's few had concerned themselves with its social aspects. The editor of the most recent edition of Samuel Seabury's *Letters of a Westchester Farmer* (1930) remarks that historians have overlooked the importance of religious factors leading to the Revolution and states that the battle of creeds and dogmas for New World supremacy is "one of the great-

[1] Read before the annual meeting of the Society of American Archivists at Madison, Wisconsin, October 9, 1950.

est, if not the greatest, of its underlying causes." He further states that

> To any historian studying chiefly the religious records of colonial America as many others have studied the political, it would appear that the religious strife between the Church of England and the Dissenters furnished the mountain of combustible material for the great conflagration, while the disputes over stamp, tea and other taxes and regulations acted merely as matches of ignition.

As is here suggested, the lack of appreciation for the importance of the religious factor in the American Revolution in particular and in American history in general is largely a result of the unfamiliarity of the historian with the religious records. These records for the revolutionary period alone constitute a formidable number and are generally less available than those dealing with its economic, political, and military aspects. There is also likely to be less understanding of the significance of thought and feeling in any revolutionary era than of military operations and political maneuvers, but feelings, opinions, and prejudices are facts with which the true historian must reckon.

Another example of the unfortunate by-passing of this type of source in the writing of American history is furnished by the historians of the American frontier.The Turner "school," as has been noted, to a large degree has given no attention to the part played by organized religion in the transit of civilization westward. In the most recent general treatment, that by Ray A. Billington, this phase of frontier history is conspicuous by its complete absence. It was such neglect by historians of the frontier that caused me to begin the collection and publication of frontier religious documents, a project which eventually resulted in four large volumes entitled *Religion on the American Frontier*, a collection of source materials illustrating how organized religion functioned in the early West. This work was carried forward with the cooperation of graduate seminars at the University of Chicago on the assumption that historians of the frontier would use such materials once they were made available, an assumption that has proved to be amply justified.

I

Interest in church archives may be said to have stemmed from the presidential address of J. Franklin Jameson before the American Historical Association in 1907. Entitled *The American Acta Sanctorum*, it was a plea for a wider conception of history which,

it had been noted, was at that time largely confined to its constitutional and political phases. The address opens with numerous illustrations of the profit students of the Middle Ages derived from reading the lives of the Saints. As an American parallel, he points to the fact that our knowledge of the American Indian has been obtained largely from a study of the lives and narratives of such Indian missionaries as John Eliot, the New England apostle to the Indians; the Mayhews, who devoted their lives to the Indians on the Massachusetts island; the Jesuits of the North; and the Franciscans of the South and Southwest. The journals and autobiographies of the itinerant pioneer missionaries to the frontier have furnished us with the best descriptions of backwoods life and conditions: the rude agriculture, the log cabins and clearings, the perpetual fevers, the Indian depredations, the fraternal kindness, and the limitless hospitality which opened the door of every log cabin to the stranger. "Stouthearted, downright, muscular, practical, the circuit rider faced the actual world of the frontier and saw it clearly. If like Peter Cartwright or Henry Smith he leaves behind him a description of what he saw we are so much the gainers."

In this epoch-making address Jameson contends that "of all the means of estimating American character . . . the pursuit of religious history is most complete" and that "he who would understand the American of the past and present times, and to that end would provide himself with data representing all classes, all periods, all regions, may find the history of American religion the closest approach to the continuous record he desires." Religion, he points out, is a far more universal concern than literature or philosophy or art. Those who would draw their conclusions of Americans from our clever literary historians cannot help but gain a defective estimate of American character simply because they do not have access to the minds of the inarticulate.

> Millions have felt an interest in religion where thousands have felt an interest in literature or philosophy or art. The great masses of the population have been concerned mainly with the tasks of daily life, but social history must concern itself with more than mere economic matters. No view can be a truthful one that neglects a consideration of the ideals which animated and actuated the toiling millions and the thoughts concerning the universe and man which informed their minds.

Another factor leading to an increased interest in church archives has been the growing interest in an understanding of what we call American culture or civilization — those factors which have to do

with the enlightenment of the spirit and the discipline of the mind. The number of important books which have appeared in the last decade on this theme is significant: Parrington's *Main Currents of American Thought*; Curti's *History of American Thought*; Schneider's *History of American Philosophy*; Miller's *The New England Mind*; Gabriel's *The Course of American Democratic Thought*; and Commager's *The American Mind*; and many others. All of these have had to take into consideration religious contributions, for, after all, religion is the mother of culture, and every great religion has been a main factor in creating a civilization. Our historians are realizing as never before that to understand American civilization they must gain a knowledge of the religious influences which have been present in American life from the beginning and have played a determinative role.

II

A second development which has brought an increased interest in church archives is the fact that since about 1920 the number of doctoral dissertations on American church history topics has been increasing by leaps and bounds in all our major universities. Among the principal users of church archives, therefore, are the research students. Since 1916 at least forty such dissertations have been prepared at the University of Chicago alone. Of these, some thirty were written by my students. *The Anglican Episcopate and the American Colonies* (Harvard, 1902) by Arthur Lyons Cross was one of the first, if not the first, Ph.D. thesis written on an American church history theme. All of the major American universities now fully accept such subjects for theses, whereas a generation ago they were more or less frowned upon. At least a dozen recent doctoral dissertations have drawn heavily upon the archives of the American Home Missionary Society now housed at the Chicago Theological Seminary affiliated with the University of Chicago. Colin B. Goodykoontz's *Home Missions on the American Frontier* (Harvard 1939) is a notable example. The American Home Missionary Society collection contains some 200,000 letters covering every section of the nation from 1825 to 1900. Other examples of the growing use of archival materials are the studies made by graduate students of Professor Klingburg, University of California at Los Angeles, based upon archives of the Society for the Propagation of the Gospel in Foreign Parts. The original records are in the SPG House in London, but transcripts of many of them are

now available in the Library of Congress and numerous other libraries.

Another illustration in point is the growing use of church archives by Roman Catholic students, particularly at Catholic University of America and Fordham University. Since the end of World War I, Catholic University has sponsored at least fifty doctoral theses on American Catholic history. Peter Guilday, for many years editor of the *American Catholic Historical Review* and professor of American Catholic history, together with Richard J. Purcell, whose death occurred not long ago, furnished the principal inspiration for this burst of interest in American Catholic history. Two of the best theses are *American Opinion of Roman Catholicism in the Eighteenth Century* (Columbia, 1936), by Sister Mary Augustina (Ray), and *Historiography of the American Catholic Church, 1785-1943* (Catholic University, 1944), by John P. Cadden.

III

The well-trained historians now occupying history professorships in the better denominational colleges have had both a direct and indirect influence in creating interest in church archives and their use.

A large proportion of the colleges in the United States had a denominational origin and their libraries have, through the years, been depositories for historical materials relating to the church of their origin. Here are often found, tucked away in some unused cubby-hole, files of church periodicals, diaries of ministers, journals of church assemblies, synodical and presbytery minutes, and conference and church records. It is a common complaint of history Ph.D.'s teaching in colleges that they are unable to cultivate the field of their special interest because of the lack of available materials. Many a small college library contains sources of great interest and value, but they are utterly neglected by the history instructor because they are "out of his field." In a certain college in the Middle West a professor of history had long been interested in a phase of European history. Since his graduate days, he had with commendable zeal devoted his time, energy, and what little money he could get together to the cultivation of this field. But the total sum of his productivity amounted to little or nothing. Yet, while he was busily engaged in his chosen field, there was lying on the floor of a store room in the college library old newspapers and manuscripts, many relating to the pioneer period of the church which had founded the college. In another college library, letters and other

manuscripts were deposited in an old trunk which no one had ever taken the trouble to examine.

Fortunately such instances of neglect of valuable materials are less common today than they were twenty years ago. Instructors are not only using such sources in their own research, but also are encouraging their students to undertake research in church history. They have also tended to introduce church history materials in their general history teaching. An example is Professor Fletcher of Oberlin College, whose two volume *History of Oberlin*, based on a mine of unused sources, is a distinguished piece of historical writing.

Until relatively recent years denominational history was almost entirely the work of amateurs who had a one hundred per cent denominational approach. Their product was perhaps no worse, however, than much of the political history of their time. It was devoid of all critical insight and was written to cause denominations to think well of themselves. Now every one of the major American religious bodies has trained historians in its ranks, with the result that there is a growing number of first class denominational histories. Examples are the *History of the American Episcopal Church*, by W. W. Manross (Columbia) and *The Disciples of Christ: A History*, by Garrison and DeGroot (Chicago).

Church archives are to be found in every section of the country — in every city, town, hamlet, and rural area where churches have carried on their work. Practically every church, of whatever denomination, has its records of membership, baptisms, marriages, deaths, and congregational meetings. Besides these purely local archival materials there are the official records of the connectional bodies, such as the presbyteries, synods, associations, conventions, and conferences. There are diocesan records, reports of church benevolent societies, records of religious orders, and journals of general assemblies, general conferences, conventions, and other law making bodies. Many of the churches maintain official presses which carry in their columns communications and reports from the various church agencies. Such in general is the nature of the archives of American churches. Besides these, there are the private papers of ministers — diaries, sermons, and letters — a vast and growing body of materials concerning the more than two hundred independent religious bodies in the United States.

These materials have a much larger significance than simply as sources for denominational history. Indeed, among the existing sources concerning the life of any State or portion of a State, the

records of church activities are fundamental. Their importance stems not only from the fact that churches have carried on religious services in countless communities, but also from the fact that churches have been a steadying, helpful influence in support of government and have contributed to the economic, social, and educational well-being of the people.

Where are these source materials to be found and how may they be made available to the student of American social history? A brief glance through any of the inventories of church archives which were compiled under the direction of Historical Records Survey of the Works Progress Administration will at once reveal the wide area over which these materials are scattered. It has been my experience that the only satisfactory way to get at this type of materials is to go after it personally. It is of little avail to send out questionnaires to ministers, church officials, or college libraries. In many places the older records of congregations and church bodies are in the hands of private individuals, such as clerks of sessions or congregations, or the families of former clerks or secretaries. Instances are rare, even in large churches, where fireproof safes are provided for such records. If the scholar comes properly accredited, little difficulty will be found in gaining access to local church records. Indeed, I have found ministers and lay officials willing and often anxious to cooperate.

V

There are a growing number of depositories where serious efforts have been made to gather together church archives for the purpose of serving the cause of history. Such depositories may be conveniently grouped under three main heads — denominational depositories, historical societies, and university libraries.

Most of the larger religious bodies have formed historical societies and not only maintain official depositories but also publish historical magazines. This is true of the Presbyterians, Episcopalians, and Catholics. In my opinion, the Presbyterians have the best official depositories for their archives — the Northern Presbyterians in the Witherspoon Building in Chicago, the Southern Presbyterians at Montreat, North Carolina. Both employ trained archivists and give every assistance to research workers.

The Methodists are equally history conscious and have many local conference historical societies, but their national society is loosely formed and so far has done little or nothing to form a na-

tional depository. There are, however, several major depositories in New York, Boston, Philadelphia, and Baltimore.

Among the Disciples, the youngest of the major American churches, there is a growing interest in church history as evidenced by the observance of their sesquicentennial a decade ago. In 1940 a National Historical Society was formed which maintains an official depository with a half-time librarian at Culver-Stockton College.

The principal depositories of Congregational materials are to be found in New England, chiefly in and around Boston, and in Chicago at the Chicago Theological Seminary. The Congregational Library in Boston at 14 Beacon Street and, in the same building, the archives of the American Board of Commissioners for Foreign Missions are probably the two most important collections. In 1909 the Congregational Library contained more than 57,000 volumes and 54,000 pamphlets bearing on Congregational history and a large collection of manuscript materials, mostly pertaining to New England Congregationalism. The archives of the American Board of Commissioners for Foreign Missions contain thousands of letters pertaining to Indian missions, 1818-1883, and copies of letters to missionaries, bound in 224 letter books.

At the Chicago Theological Seminary is to be found the American Home Missionary Society collection covering the years 1825-1895. This material is made up of an estimated 150,000 letters from missionaries. The collection is in 19 steel file cabinets and 191 letter copy books. The letters in the cabinets are arranged geographically and chronologically. As yet there is no catalog of accessions, but a catalog of pieces is in preparation which will show author or compiler, title, location, and cross-reference information. At Chicago are also to be found manuscripts of the Church Building Society, 1870-1920, and a considerable number of manuscript private journals and diaries, histories of local churches, and files of Congregational periodicals. At both the Congregational Library in Boston and in Chicago photostating and transcribing are permitted; microfilming service may be secured in Chicago.

Perhaps no religious body has used history more effectively than the Church of the Latter Day Saints. Mormon leaders have been conscious of the fact that "loyalty must build its fires on the altars of the past," and they have maintained from the beginning an official press and an official historian "to insure the cultivation of its historical garden."

The Catholics, Baptists, Lutherans, the Reformed Churches, Quakers, and Moravians all have important archival collections which we cannot attempt to describe here.

Besides the strictly denominational archival collections there are a number of State historical societies giving attention to church archives. Among these are the societies in Wisconsin, Illinois, and Minnesota. The Wisconsin society, for example, has in its collections a large part of the Shane collection bearing on early Presbyterianism in Kentucky; the Jackson Kemper papers (Episcopalian); the Cutting Marsh papers (Congregational); the Alfred Brunson papers (Methodist). The State societies are also giving increased attention to church history in their publications. Greater encouragement might well be given to the denominational historical societies in the several States, however, to cooperate more closely with the State societies, at least to the extent of using the State buildings as depositories for their collections. This would encourage the centralization of church archival materials and greatly facilitate research in the field of church history as well as provide much more adequate housing for denominational materials.

An attempt has been made by certain university libraries to collect church history materials on a national scale. The University of Chicago probably has given more attention to this kind of project than any other institution, although the Union Theological Seminary in New York and Duke University are more or less committed to this type of undertaking. The University of North Carolina has in its possession an unusual collection of manuscripts relating to church history, among them the Droomgoole papers (Methodist) and the Pettigrew papers (Episcopalian), which presents an excellent example of what a State university can do to promote an interest in research in this relatively undeveloped field.

It would be impossible to list here all of the church archival collections, large and small, in the United States, even if the information concerning them were available. All that has been attempted in this brief account is to provide a general cross-section view of what has been accomplished thus far in gathering and preserving the widely scattered archival materials of American churches.

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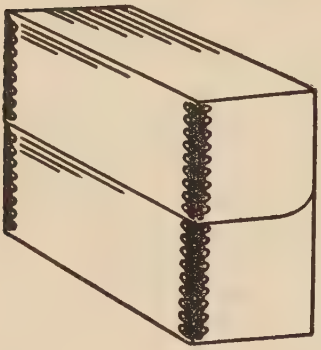

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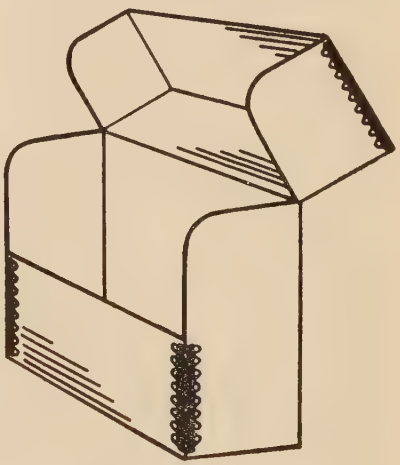

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Writings on Archives, Current Records, and Historical Manuscripts, July 1950-June 1951

By LESTER W. SMITH *The National Archives*

THIS is the ninth annual bibliography compiled under the auspices of the Committee on Archival Bibliography of the Society of American Archivists. It is a selected list of references relating to archives, records management, and historical manuscripts that appeared between July 1950, and June 1951. A few items dated prior to July 1950, are included, however, either because they were actually issued after that date or because they were not available for examination and listing in earlier compilations. The number of such carried-over items will probably be larger in next year's compilation, as a result of an earlier publication deadline on the present one. Like its predecessors, the present bibliography does not include references to unpublished items, edited documents, publications in microfilm, library and historical reports devoting but a few lines to manuscript accessions, and items appearing in news notes, unless unusually significant.

The bibliography is classified broadly by subject. A list of the headings used is reproduced here for the convenience of the reader. The list is the same as last year's, except that Class II has been broken down into two parts, A and B, the latter set up to encompass a number of items that appeared during the year relating to the management and protection of records in wartime. For the rest, the scope of the several classes remains the same. Administrative reports of records centers are entered in Class IIIA. Items relating primarily to the scientific and technical aspects of the use of photography and to the reproduction of research materials are entered in Class VIII, whereas items relating primarily to the use of photography for purposes of original recording and records management are entered in Class IIA. As in former years, in Class VIIB will be found several items relating to United States government document (i. e., published document) bibliography, included because of the close relationship between the unpublished records and the published documents of the Federal Government.

Such cross references as are necessary appear at the ends of the several sections of the bibliography.

I. General Literature
II. Filing Techniques and Management of Current Records
    A. General Discussion
    B. Management and Protection of Records in Wartime

III. History, Organization, and Current Activities of Archival Agencies, Manuscript Depositories, and Related Organizations
  A. United States in General and Federal Government
  B. State and Local
  C. Foreign Countries
  D. International Organizations
IV. Buildings and Equipment for Archival and Manuscript Depositories
V. Appraisal, Accessioning, and Disposal of Records and Historical Manuscripts
VI. Physical Preservation and Rehabilitation of Records and Historical Manuscripts
VII. Arrangement and Description of Records and Historical Manuscripts, Including Published Finding Aids
  A. General Discussion
  B. United States in General and Federal Government
  C. State and Local
  D. Foreign Countries
VIII. Application of Photographic Processes to Work with Records and Historical Manuscripts
IX. Service, Use, and Publication of Records and Historical Manuscripts
X. Special Physical Types of Records and Historical Manuscripts
XI. The Recruitment and Training of Archivists, Custodians of Manuscripts, and Records Officers

I. General Literature

1. Basu, Pernendu. Records and archives: what are they? *Indian archives*, 2:75-81 (1948).
2. Basu, Pernendu. Why preserve records? *Indian archives*, 3:88-95 (1949). Completes the discourse begun in the author's "Records and archives: what are they?"
3. Brooks, Philip C. Archivists and their colleagues: common denominators. *American archivist*, 14:33-45 (Jan., 1951). The presidential address delivered at the annual meeting of the Society of American Archivists at Madison, Wisconsin, October 9, 1950.
4. Contin, Silvestre E. Manual de archivo. Ciudad Trujillo, Imp. Rincón, 1949. 138 p.
5. Evans, Luther H. ADI's tasks. American documentation, 1:127-130 (Aug., 1950). Remarks made by the author in accepting the presidency of the American Documentation Institute, February 9, 1950. Suggest four areas of activity for the Institute and includes the suggestion that ADI should not interest itself in archival science *per se*, although it is interested in certain bibliographical procedures that would extend to archives.
6. Farradane, J. E. L. A scientific theory of classification and indexing and its practical applications. *Journal of documentation*, 6:[83]-99 (June, 1950). An attempt to arrive at a general theory of classification.
7. Grover, Wayne C. Records at the grass roots. *County officer*, 15, no. 5:9-12, 25 (Aug., 1950). An article stressing the importance and value of county records and indicating the factors to be considered in providing for their proper administration and care.
8. International Council on Archives. Répertoire selectif de guides des archives,

en supplement au "Guide international des archives," t. I: Europe (1934), publié par l'Institut International de Cooperation Intellectuelle. Paris, UNESCO [1950] 42 p. Published by the International Council on Archives with the financial assistance of UNESCO, this list provides up-to-date information as to the existence of guides to the holdings of the central archival establishments in Europe published since 1934 and similar information for non-European Countries, 1900 to date. It thus is a partial and provisional supplement to the *Guide international des archives*, published in 1934, which was confined to Europe. Some information relating to business and institutional archives guides and to guides to photographic, microphotographic, sound-recording, and motion-picture collections is also provided, but coverage in these fields is extremely uneven.

9. Jenkinson, Hilary. Twenty-five years; some reminiscences of an English archivist, 1923-1948. *Indian archives*, 3:12-35 (1949).
10. Kane, Lucile M. A guide for collectors of manuscripts. St. Paul, Minnesota Historical Society, 1951. 15 p. (*Service bulletin* no. 1). A brief guide intended for use by historical societies and outlining rudimentary considerations and procedures for the assembling and control of a manuscripts collection.
11. Lewis, Wilmarth S. You know all about books. *Atlantic monthly*, 186:77-80 (July, 1950). Discusses the historical value of unpublished materials.
12. Meisner, Heinrich O. Urkunden- und Aktenlehre der Neuzeit. Leipzig, Koehler & Amelang, 1950. 241 p.
13. Ramacciotti, Gaetano. Archivi ed archivisti. *Il libro e le biblioteche, atti del primo congresso bibliogico francescano internazionale, 20-27 febraio 1949. Parte prima. Conferenze di carattere generale.* Romae, Pontificium athenaeum antonianum, 1950. p. [441]-510. A discussion of basic principles of archival theory and practice and of the status of the archival profession in Italy.
14. Record, P. D. The bibliography of paleography. *Journal of documentation*, 6:[1]-5 (Mar., 1950).
15. Torres Bodet, Jaime. Message from M. Bodet, Director-General of UNESCO, to the International Congress on Archives, UNESCO House, 21 August 1950. [Paris] 1950. 3 p. An English version of the opening address delivered on the occasion of the first meeting of the Constituent Assembly of the International Council on Archives.
16. U. S. National Archives. The control of records at the record group level. [Washington] 1950. 12 p. (*Staff information circular* no. 15).
17. Writings on archives, records management, and historical manuscripts, July 1949-June 1950. Comp. by Lester W. Smith. *American archivist*, 13:357-386 (Oct., 1950).

II. Filing Techniques and Management of Current Records

A. General Discussion

18. [Aluminum Company of America, *Pittsburgh, Pa.*] Filed on film; microphotography used to make permanent records of our engineering drawings. *ALCOA news*, 22, no. 5:[4-5] (Mar. 5, 1951). Describes ALCOA's program of making 70 mm reproductions of its engineering drawings, permitting the destruction of most of the originals.
19. Amelia, Thomas. Philadelphia records and a program for administration. *American archivist*, 14:47-57 (Jan., 1951). An article submitted in somewhat different format as a report to the Philadelphia Charter Commission by the Philadelphia Committee of the Pennsylvania Economy League, Inc.
20. Are you storing junk? *Modern industry*, 20, no. 1:57-61 (July 15, 1950). Argues the case for efficient records management.
21. Badgett, S. B. General Electric Company's records management program at

Hanford Works. [n. p., n. d.] 14 p. Reprint of a paper presented at the Atomic Energy Commission Records Management Conference, May 23, 1951, in New York City. Describes the building and equipment, organization, and operations of the Records Service Center administered jointly by the Atomic Energy Commission and the General Electric Company at Hanford, Wash. The Center was designed by the National Records Management Council, which also served in consultant capacity in establishing the program.

22. Barr, James A. Management and conservation. *Systems for modern management*, 14, no. 11:8-9 (Nov., 1950). Describes recent improvements in the management of current records in the Bureau of Land Management.
23. Berni, I. J. If filing costs too much, check on what you are filing! *Office management and equipment*, 11, no. 9:42-43 (Sept., 1950).
24. Berni, I. J. Why file so much so long? *NOMA forum*, 25, no. 7:23-25 (July, 1950). A consideration of the problem of records retention.
25. Chatfield, Helen L. The development of record systems. *American archivist*, 13:259-267 (July, 1950). A paper read before the Interagency Records Administration Conference, Washington, D. C., on March 24, 1950. A condensed version of the paper appears in *Systems for modern management*, 14, no. 7:15, 34 (July, 1950) and no. 9:12, 29 (Sept., 1950).
26. Chatfield, Helen L. Your records and the atomic age; security regulations can be kept without overstuffing files. *Office appliances*, 93, no. 3:21-22 (Mar., 1951).
27. Dale, Bert. Filing by weight. *Systems for modern management*, 15, no. 2: 24-25 (Feb., 1951). Describes the incentive-payment system in use in the filing department of Firestone Tire and Rubber Co., Akron, Ohio, where filing production is measured in terms of count-by-weight.
28. Darby, Kimball. Microfilming marches on. *Office management and equipment*, 11, no. 10:46-48 (Oct., 1950). Surveys some of the uses to which microfilming techniques have been put in business offices.
29. Dartnell Corporation. Cutting filing costs; special investigation. Chicago, Ill., Dartnell Corporation [n. d.] 1 vol., looseleaf. (Report no. 590.) A study based on a survey of filing practices in 235 companies. Analyzes administrative techniques employed in these companies and develops certain general principles of records management, particularly as to the locus of the records management function.
30. Delaware. Public Archives Commission. Approved list of papers and inks, 1950-1951. Dover [1951] 4 p. Issued in accordance with statutory requirements that all custodians of public books of record or registries of the State or of any county or incorporated municipality use for recording purposes only such papers and inks as have been tested and approved by the Public Archives Commission.
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III. History, Organization, and Current Activities of Archival Agencies, Manuscript Depositories and Related Organizations

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See also 218, 222, 325, 337, 339.

C. Foreign Countries

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143. Born, Lester K. The archives and libraries of postwar Germany. *American historical review*, 56:34-57 (Oct., 1950).

144. Born, Lester K. The Ministerial Collecting Center near Kassel, Germany. *American archivist*, 13:237-258 (July, 1950). Describes the work of the Ministerial Collecting Center, June 1945-February 1946, which was established to assemble and safeguard German ministerial records for such uses as the Allied Control Council and the United States Forces, European Theater might determine. Upon completion of shipment of its holdings to Berlin, the Ministerial Collecting Center ceased to exist as an independent installation and became part of the Berlin Document Center in February 1946.

145. Braibant, Charles. Les archives de France, hier, aujourd'hui, demain; conférence faite à la Société de l'École des Chartes, le 1er decembre 1949. Paris, Imprimerie Nationale, 1949. 22 p. A discussion by the Director of Archives of France on what he calls the "crisis of French archives," as evidenced by the increasingly inadequate appropriations for archival activities and the diminishing prestige of the archivist. Part of the author's solution is that the archivist should emphasize the importance of his services to the work of current operating agencies, revitalize and expand his contacts with these agencies, and promote the establishment in them of effective records programs, under the direction of professionally trained personnel. Such a program would also envisage additions to the curriculum for professional archival training. M. Braibant sees precedent for his proposals in recent archival developments in the United States of America.

146. British Records Association. Eighteenth report of Council, accounts, and list of members for the year ending 31 August 1950. [n. p.] 1950. 30 p.

147. Canada. Public Archives. Report for the year 1950. Ottawa, 1951. 30 p.

148. Denmark. Rigsarkiv. Denmark's National Record Office. Copenhagen, 1948. 16 p. A brief historical sketch of the Record Office.

149. Erhvervshistorisk årbog; meddelelser fra Erhvervsarkivet (Business-historical yearbook; bulletin of the Business Archives). Vol. II. [Aarhus] Rosenkilde og Bagger, 1950. 88 p. *Contents.* — Andreas Mehlsen Laustsen, "Fra kaperkrigens begyndelse," p. 7-17; Andreas Jørgensen, "Et gullaschfirma fra Napoleonskrigenes tid," p. 18-36; Finn H. Lauridsen, "På trampfart 1848/50," p. 37-42; Finn H. Lauridsen, "Bogkøb i provinsen 1800-1850," p. 43-55; Axel Nyborg, "Postgang i det 19. århundrede," p. 56-71; Daniel F. Noll, "Om opbevaring af mikrofilmarkiver," p. 72-77; Nils Hj. Holmberg, "Teknikerens og historikerens krav til industriarkiver," p. 78-81; "Beretning om virksomheden 1. april - 31. marts 1950," p. 84-88.

150. Garcia Chuecos, Hector. El Archivo General de la Nación (Venezuela). *Revista de historia de America*, 29:120-122 (June, 1950).

151. Garcia Chuecos, Hector. Memoria sobre el Archivo General de la Nación; investigación y estudio del Dr. Héctor García Chuecos. Venezuela. Archivo General de la Nación, *Boletín*, 38:246-255 (Jan.-Mar., 1951).

152. Germany makes restitution. U. S. High Commissioner for Germany, *Information bulletin*, June, 1950, p. 7-10. A report by the Property Division, Office of Economic Affairs, HICOG, which has police responsibility for the execution of the United States program for the restitution of confiscated property to Nazi persecutees.

153. Gorissen, P., ed. Les Archives de l'Audience en 1700. *Archives bibliothèques, et musées de Belgique*, 21:263-264 (1950). The published texts of two documents shedding light on the condition of the Archives at the end of the Spanish regime.

154. Great Britain. Public Record Office. 111th report of the Deputy Keeper of the Records. London, H. M. Stationery Office, 1950. 19 p. Particular notice is given (1) to the work of establishing and maintaining closer relations with depositing departments and studying their special records problems and (2) to the expanding scope of the intermediate repository program.

155. Hague. Archief der Gemeente. Verslag over het jaar 1948. 's-Gravenhage [n. d.]. 5 p.

156. Hill, Roscoe R. Latin-American archivology, 1949-1950. *Hispanic American historical review*, 31: [152]-176 (Feb., 1950). A summary of general developments in the field, followed by a summary of accomplishments in each country, with extensive bibliographical notes.

157. Hirsch, Elizabeth I. Libraries and archives in Portugal. *College and research libraries*, 12:24-28 (Jan., 1951). A brief report on a visit made in 1949.

158. [Honduras. Archivo Nacional] [Informe del director correspondiente al año de

1949-50] *Revista del Archivo y biblioteca nacionales*, 29: 133-141 (Sept.-Oct., 1950).

159. HOSPEL, PAUL. Conférence internationale sur "La IIe Guerre Mondiale à l'Occident," réunie a Amsterdam du 5 au 9 Septembre 1950, sous les auspices du "Rijksinstituut voor Oorlogsdocumentatie." *Archives, bibliothèques, et musées de Belgique*, 21:283-288 (1950).

160. INDIA. HISTORICAL RECORDS COMMISSION. Proceedings of the meetings of the silver jubilee session, held at Delhi, December, 1948. New Delhi, 1950. 2 pts. (Vol. 25). Pt. 1 contains the proceedings of the business meetings of the Commission, and Pt. 2 the papers read at the public meeting of the jubilee session, which were analyzed in the "Writings on archives and manuscripts, July 1948-June 1949" (*American archivist*, 12:381-412. Oct., 1949).

161. INDIA. HISTORICAL RECORDS COMMISSION. Proceedings of the meetings of the twenty-sixth session, Cuttack, December 1949. [n. p., n. d.] 104, 32 p.

162. INDIA. HISTORICAL RECORDS COMMISSION. Proceedings of the silver jubilee session, December 23-24, 1948. *Indian archives*, 3:123-128 (1949). A summary of the proceedings.

163. INDIA. HISTORICAL RECORDS COMMISSION. Resolutions of the Commission, 1919-1948. New Delhi, 1949. 147 p.

164. INDIAN Historical Records Commission; a retrospect. *Indian archives*, 3:3-11 (1949).

165. JONES, E. D. The migration of probate records in Wales, 1945-49. *Archives*, no. 4:7-12 (Michaelmas, 1950). Describes the deposit in the National Library of Wales of certain records of the Church in Wales.

166. JÖRGENSEN, HAROLD. Det første nordiske erhvervarkiv i Danmark. *Nordisk tidskrift*, 26, no. 2:95-98 (1950).

167. KYTE, E. C. Archives of the United Church of Canada. *American archivist*, 13:229-232 (July, 1950).

168. LEESCH, WOLFGANG. Archivgutschutz und Archivpflege Geschichte, Organisation und Aufgaben. *Der archivar*, 3:cols. 121-146 (July, 1950).

169. LEFÈVRE, J. La correspondance des Gouverneurs Généraux de l'époque espagnole. *Archives, bibliothèques, et musées de Belgique*, 21:28-55 (1950). Urges the restitution to Belgium of materials relating to the regimes of the Spanish Governors General of the Low Countries.

170. LE HARDY, WILLIAM. Local archives of Great Britain: IV. The County Record Office at Hertford. *Archives*, no. 4:16-24 (Michaelmas, 1950).

171. MADRAS (PRESIDENCY) RECORD OFFICE. Administration report for 1949-50. Madras, Government Press, 1950. 14 p.

172. MAURITIUS. ARCHIVES OFFICE. Annual report of the Archives Office for the year 1949. Port Louis, Government Printer, 1950. 24 p.

173. MUIR, RAMSAY. Ramsay Muir on archival organization in India. *Indian archives*, 2:115-120 (Apr., July, Oct., 1948). An extract from a letter of December 7, 1917, relating to the organization of the Indian Historical Records Commission and the manner of keeping the old records in the Imperial Record Department.

174. NETHERLANDS. RIJKSARCHIEF IN LIMBURG, *Maastricht*. Verslagen over 1949. [n. p., n. d.] 13 p.

175. NEVEN, E. T. De Archiefdienst in Belgisch-Kongo. *Archives, bibliothèques, et musées de Belgique*, 21:[149]-162 (1950). Describes the establishment of an archival service in the Belgian Congo in 1947, and developments since that date. The Archives Section is composed of four divisions: Archives, Library, Documentation Center, and Photocopying. A résumé in French appears on p. 161-162.

176. NORTHERN IRELAND. PUBLIC RECORD OFFICE. Report for the year 1948. Belfast [1950] 121 p.

177. POLAK, H. The activities of the Technical Documentation and Information Center for The Netherlands. *American documentation*, 1:152-153 (Aug., 1950).

178. Ramacciotti, Gaetano. In vista di una nuova riforma degli archivi. *Archivi*, ser. 2, 17, fasc. 2-4: 188-198 (1950).

179. Rice, Howard C. The Paris depository for notarial archives. *American archivist*, 14: 99-104 (Apr., 1951). An article on the "Minutier Central des Notaires du Département de la Seine," administered by the Archives Nationales in Paris and described by the author as a "noteworthy example of cooperation between government officials and private individuals for the purpose of making semi-private records available to historians."

180. Rohr, Wilhelm. Die zentrale Lenkung deutscher Archivschutsmassnahmen im Zweiten Weltkrieg. *Der archivar*, 3: cols. 105-122 (July, 1950).

181. Roy, S. The National Archives of India during 1947. London, University, Institute of Historical Research, *Bulletin*, 23: 200-202 (Nov., 1950).

182. Saskatchewan. Archives Board. Fourth report for the period June 1, 1948 to May 31, 1950. [Regina, 1951] 36 p.

183. Somerset, Eng., County Council. County Records Committee. Report, 13th June, 1951. Taunton, 1951. 1 p.

184. Tihon, C. Les archives de France. *Archives, bibliothèques, et musées de Belgique*, 21: 123-126 (1950). Comments by the Archivist General of Belgium on an address by Charles Braibant, Director of Archives of France, delivered before the Society of l'École des Chartes on December 1, 1949 (*see item* 145 above). M. Tihon endorses M. Braibant's remarks as being equally applicable to the situation in Belgium.

185. United Church of Canada. Committee on Archives. Report. *Bulletin*, no. 3: 11-18 (1950). Surveys progress made throughout the year in the various conferences throughout Canada and urges the need of additional funds if the Committee is properly to coordinate the work of the various conferences and colleges.

186. Venezuela. Archivo General de la Nación. Relación de la labor realizada por el Archivo General de la Nación durante los años 1949 y 1950. *Boletín*, 38: 240-243 (Jan.-Mar., 1951).

187. Vereniging Van Archivarissen in Nederland. Verslag van de negen-envijftigste vergadering. *Nederlands archievenblad*, 54: [97]-103 (1949-50).

188. Work in archives, 1939-47. Ed. by Roger Ellis. [Letchworth, Herts., British Records Association, n. d.] 67 p. (Reprinted from *The year's work in librarianship*, 1947.). Continues the reprint series, *The year's work in archives*, which last appeared in 1942. Covers developments in archives in the United Kingdom and the British Commonwealth, p. 5-55, and in certain European countries, p. 55-67.

189. The Zionist Central Archives. *American archivist*, 13: 351-356 (Oct., 1950).

190. Zürich (Canton) Staatsarchiv. Jahresbericht, 1949. [Zürich, n. d.] 5 p.

See also 13, 214, 318, 336, 365-366.

D. International Organizations

191. Born, Lester K. The International Council on Archives. [Brussels, 1951] 4 p. (Reprinted from Union of International Associations. Service Centre for International Non-governmental Organizations, *Bulletin*. Mar., 1951.)

192. Congress of Historians from Mexico and the United States, 1st. Monterrey, Mexico, September 4-9, 1949. Proceedings. Mexico, Editorial Cultura, 1950. 420 p. Articles in Spanish are accompanied by a brief abstract in English. *Partial contents.*—J. Ignacio Rubio Mañé, "La Historia de las Provincias Internas en el Archivo General de la Nación," p. 58-64; Ildefonso Villarello, "Los Archivos Estatales y Municipales," p. 65-71; Antonio Pompa y Pompa, "Contribución del Instituto Nacional de Antropología e Historia para la Conservación de los Archivos Mexicanos fuera de la Capital," p. 71-81; Luther

H. Evans, "The Preservation of the Documentation on the History of the Americas," p. 81-90 Silvio Zavala, "El Programa de la Comisión de Historia del Instituto Panamericano de Geografía e Historia," p. 337-343 (in Spanish and English).

193. Dubourg, G. Archives of the International Labour Office. *American archivist*, 13:287-291 (July, 1950). Describes the activities of the Registry of the International Labour Office.

194. Fédération Internationale de Documentation. Rapport général sur les activités pendant l'exercise 1941-1950. *Revue de la documentation*, 17, fasc. 4:87-89 (1950).

195. The First International Conference on Archives. *Archives*, no. 4:13-15 (Michaelmas, 1950). A brief summary of the accomplishments of the conference in Paris, August 23-25, 1950.

196. International Congress on Archives. *1st, Paris*, 1950. Rapports. [Paris, 1950] v. p. *Contents.* — Rapport général sur le controle des archives en formation, par Pierre Caillet; Rapport général sur les archives et la microphotographie, par Lester K. Born; Rapport general sur les publications bibliographiques relatives aux archives, par Emilio Re.

197. International Standards Organization — Iso. Report of the meeting at Ascona in April 1950. *Revue de la documentation*, 17, fasc. 5:112-114 (1950). A report of a meeting of the Technical Committee on Documentation, which met to consider problems relating to the standardization of texts, forms, and materials used in documents and publications.

198. Meerbeeck, Lucienne Van. Le Congrès international des archives (Paris, 22-26 août 1950). *Archives, bibliothèques, et musées de Belgique*, 21:275-282 (1950).

199. Norton, Margaret C. The First International Congress of Archivists, Paris, France, August 21-26, 1950. *American archivist*, 14:13-32 (Jan., 1951). Reprinted in *Illinois libraries*, 33:220-234 (May, 1951).

See also 15.

IV. Buildings and Equipment for Archival and Manuscript Depositories

200. Bond, Horatio. Principles of fire prevention as applied to libraries, museums, and historical buildings (address at the Library of Congress on November 10, 1950). Washington, 1950. 16 p.

201. Gondos, Victor. Records and fire protection. *American archivist*, 14:155-159 (Apr., 1951). Surveys the literature of the field.

202. Illuminating Engineering Society. Committee on Library Lighting. Recommended practice of library lighting. [New York, The Society] 1950 16 p. Reprinted from *Illuminating engineering*, March, 1950.

203. Kimberly, Arthur E. New developments in record containers. *American archivist*, 13:233-236 (July, 1950). Sets forth the characteristics of an ideal record container and describes the development of a pressboard document container coated inside and outside with thin, shiny aluminum foil, which has proved superior to a sheet metal container in protecting its contents against fire.

204. Snead and Company, *Orange, Va.* Snead system compact book storage, featuring the new Snead swinging stacks. [n. p., n. d.] 7 p. Describes a 3-bank stack with a fixed center row of double-faced compartments having a row of hinged double-faced compartments on both sides.

See also 37, 75, 79, 81.

V. Appraisal, Accessioning, and Disposal of Records and Historical Manuscripts

205. British Records Association. Records Preservation Section. Modern records, preservation and salvage. [n. p.] 1951. 2 p. (*Memorandum* no. 10, new ed., Feb., 1951).

206. British Records Association. Records Preservation Section. Preservation of school records (England and Wales). [n. p.] 1950. 3 p. (*Memorandum* no. 12).

207. British Records Association. Records Preservation Section. Report for the year 1949-50. [n. p., n. d.] 5 p.

208. Doehaerd, Renée. Remarks on contemporary archives. *American archivist*, 13:323-328 (Oct., 1950). An English translation of an article originally published in *Archives, bibliothèques, et musées de Belgique*, 18:75-79 (1947).

209. Genicot, Léopold. The problem of modern archives. *American archivist*, 13:329-339 (Oct., 1950). An English translation of an article originally published in *Archives, bibliothèques, et musées de Belgique*, 18:65-74 (1947).

210. Illinois. State Library. Archives Division. Disposition of Illinois records (continued). *Illinois libraries*, 32:454-473 (June, 1950). Adapted, by permission, from *Disposition of Federal records; how to develop an effective program for the preservation and the disposal of Federal records*, issued by the National Archives (Washington, 1950). Also published separately.

211. Limitations of actions. *Credit manual of commercial laws, 1951*. New York, National Association of Credit Men [1950] p. 303-309. Includes a table, p. 307-309, "Limitations for civil actions," which shows time periods set up by statutes of limitation in the several States for various types of civil actions.

212. U. S. Federal Power Commission. Regulations to govern the preservation of records of public utilities and licensees, effective August 1, 1938 (with amendments to January 1, 1951). Washington, 1951. 27 p. Consists of a schedule of records and periods of retention, indicating when microfilm copies may be retained in lieu of original records.

See also 64, 127, 341.

VI. Physical Preservation and Rehabilitation of Records and Historical Manuscripts

213. Adams, W. Claude. History of papermaking in the Pacific Northwest: I. Oregon historical quarterly, 52:[21]-37 (Mar., 1951).

214. Bolsée, J. La restauration des documents aux Archives générales du Royaume. *Archives, bibliothèques, et musées de Belgique*, 21:[3]-10 (1950). Describes the installation of a "Barrow Laminator," the first in Europe, in the Archives Générales in Brussels.

215. Brinton, Ellen S. Inexpensive devices to aid the archivist. *American archivist*, 13:285-286 (July, 1950). Describes a homemade humidifier and a press made from a hand cider-press that are in use at the Swarthmore College Peace Collection, Swarthmore, Pa.

216. Eastman Kodak Company, *Rochester, N. Y.* Motion Picture Film Department. Hazard in the handling and storage of nitrate and safety motion picture film. Rochester, N. Y., Eastman Kodak Co. [n. d.] 36 p.

217. Elliott, Harrison. Watermarks: art in paper. *Autograph collectors' journal*, 3, no. 1:19-20 (Oct., 1950).

218. Fyan, Loleta D. The Michigan State Library; an account of water damage and salvage operations. American Library Association, *Bulletin*, 45: 164-166 (May, 1951). Describes salvage efforts at the Michigan State Library at Lansing, which suffered serious water damage in the 2-day fire at the State Office Building in February, 1951.

219. Hill, William. Books and infectious diseases. Library Association, *Record*, 52:144-146 (May 1950). A study of the question as to whether library books are transmitting agents in the spread of infectious diseases. Includes a brief bibliography.
220. Langwell, W. H. The preservation of unstable papers. *Archives*, no. 4:40-43 (Michaelmas, 1950). Describes a method of treating unstable paper in a solution of potassium permanganate, bleaching in a bath of dilute sulphurous acid, washing in water, and resizing in gelatine solution.
221. Leonard, Eugenie A. Paper as a critical commodity during the American Revolution. *Pennsylvania magazine of history and biography*, 74:488-499 (Oct., 1950).
222. Mahoney, R. E. The big fire at Lansing. *Library journal*, 76: 748-751 (May 1, 1951). Describes salvage efforts at the Michigan State Library at Lansing, which suffered serious water damage in the 2-day fire at the State Office Building in February, 1951.
223. Noll, Daniel F. Om opbevaring af mikrofilmarkiver. *Erhvervshistorisk* årbog, 2:72-77 (1950). A translation into Danish of the author's article, "The maintenance of microfilm files," which was published in the *American archivist*, 13:129-134 (Apr., 1950).
224. Smith, L. Herman. Manuscript repair in European archives. *Indian archives*, 2:90-111 (1948); 3:96-122 (1949). Reprinted from the *American archivist*, 1:1-22, 51-77 (Jan., Apr., 1938).
225. Tollenaar, D. Het conserveren van documenten door middel van celluloseacetaat. *Nederlands archievenblad*, 54: 132-134 (1949-50).
226. U. S. Government Printing Office. Paper boards for bookbinding. [Washington, 1950] 7 p. (GPO-Research and Engineering Council of the Graphic Arts Industry, Inc., *Bindery series* no. 9).
227. U. S. Government Printing Office. Theory and practice of bookbinding; apprentice training series, orientation period. Washington, 1950. 246 p.
228. U. S. National Archives. The rehabilitation of paper records. [Washington] 1950 7 p. (*Staff information paper* no. 16).
229. U. S. National Bureau of Standards. Preservation of the Declaration of Independence and the Constitution of the United States; a report by the National Bureau of Standards to the Library of Congress. Washington, 1950. 16 p. (*Circular* 505). Summarizes the investigations of the Bureau with regard to the method of preserving documents in an inert atmosphere (helium), with the provision of an appropriate filter to protect against harmful radiation. A third aspect of the problem — the optimum lighting conditions to improve the viewing of the documents — is still under investigation by the Bureau.

See also 30, 47, 197.

VII. Arrangement and Description of Records and Historical Manuscripts, Including Published Finding Aids

A. General Discussion

230. Bond, William H. The cataloging of manuscripts in the Houghton Library. *Harvard Library bulletin*, 4:392-396 (Autumn, 1950).
231. Coveney, Dorothy K. The cataloguing of literary manuscripts. *Journal of documentation*, 6:[125]-139 (Sept., 1950).
232. Jackson, Eugene B. Unpublished research reports: a problem in bibliographical control. [Urbana, Ill.] Univ. of Illinois Library School, 1950. 11 p. (Illinois. University. Library School. *Occasional papers* no. 17). Surveys the programs of five new documentation agencies — the Navy Research Section of the Library of Congress, the Central Air Documents Office, the Office of Technical Services of the Commerce Department, the Atomic Energy Commission, and

the National Advisory Committee for Aeronautics — and compares their techniques in bringing unpublished research reports under bibliographical control. Discusses also the acquisition, processing, and distribution of the reports.

233. KANE, LUCILE M. Selected subject headings used by the Manuscript Department of the Minnesota Historical Society. St. Paul, Minnesota Historical Society, 1951. 19 p. (*Service bulletin* no. 2).

234. MUNDEN, KENNETH. The identification and description of the record series. *American archivist*, 13:213-227 (July, 1950). An adaption of a practical demonstration presented by the writer at a seminar of the Departmental Records Branch, Office of The Adjutant General, Department of the Army, on December 3, 1949. Issued previously as Department Records Branch *Technical paper* no. 50-1.

235. U. S. EDUCATION OFFICE. The cataloging of U. S. Government films; definitions, procedures and rules. Prelim. ed., July, 1950. [Washington, 1950] 10 l.

236. U. S. NATIONAL ARCHIVES. The preparation of detailed lists of records. [Washington] 1951. 27 p. (*Staff information paper* no. 17).

237. U. S. NATIONAL ARCHIVES. Principles of arrangement. [Washington] 1951. 14 p. (*Staff information paper* no. 18). Discusses the principles of arrangement of records followed in the National Archives as they apply to record groups, subgroups, series, and individual items.

See also 6, 340.

B. United States in General and Federal Government

238. BASU, PURNENDU. Materials in the National Archives relating to India. Cuba, Archivo Nacional, *Boletín*, 48:31-38 (Jan.-Dec., 1949). A reprinting of National Archives *Reference information circular* no. 38.

239. BRAND, KATHARINE E. The Josephus Daniels papers. U. S. Library of Congress, *Quarterly journal of current acquisitions*, 7, no. 4:3-10 (Aug., 1950). The Manuscript Division has completed the preliminary arrangement of this collection, one of the major manuscript groups to come to the Library in recent years.

240. CABUS, JOSÉ D. Papeles cubanos en el Archivo de Wáshington. Cuba, Archivo Nacional, *Boletín*, 48:46-48 (Jan.-Dec., 1949). Reprinted from *Bohemia*, December 19, 1949, this article describes materials in the National Archives relating to Cuba.

241. FEDERAL depository libraries: a symposium. *College and research libraries*, 12:37-47, 51 (Jan., 1951). *Contents.* — Obligations and staff requirements of a complete Federal depository, by Jeanne E. Hull; Advantages and disadvantages of the Superintendent of Documents Classification as a key to a depository collection, by William F. Barr; Advantages and disadvantages of a subject system classification as key to a depository collection, by Isabel H. Jackson; and Obstacles and opportunities in specialized treatment of Federal depository documents, by Mary B. Humphrey.

242. GARCIA CHUECOS, HECTOR. Catálogo de documentos referentes a historia de Venezuela y de América existentes en el Archivo Nacional de Washington. Caracas, Imprenta Nacional, 1950. 88 p. A catalog of documents in various series of records of the State Department in the National Archives, compiled by Dr. Garcia, Director of the Archivo General of Venezuela.

243. KING, JOSEPH A. The United States Government Printing Office Library. *D. C. libraries*, 22, no. 2:2-4 (Jan., 1951). Describes the library of the Division of Public Documents.

244. MCFARLAND, MARVIN and ARTHUR RENSTROM. The papers of Wilbur and Orville Wright. U. S. Library of Congress, *Quarterly journal of current acquisitions*, 7, no. 4:22-34 (Aug., 1950). The story of the acquisition of this collection by

the Library, a note on Wright materials in other institutions, and regulations governing the use and publication of the papers.

245. Morley, James W. Check list of seized Japanese records in the National Archives. *Far Eastern quarterly*, 9:306-333 (May, 1950). Prepared by the compiler on a Social Science Research Council fellowship in the summer of 1949.

246. Official checklists and indexes versus cataloging of government publications: a symposium. *College and research libraries*, 12:158-170 (Apr., 1951). *Partial contents.*—Jerome K. Wilcox, Introductory statement; Isabel H. Jackson, United States Federal publications; Ruth Hardin, United States publications.

247. Pomrenze, Seymour J. Materiales relativos a Cuba en los archivos nacionales de Estados Unidos. *Revista bimestre Cubana*, 62, nos. 4-6:[5]-22 (June-Dec., 1948). A translation of National Archives *References information circular* no. 34.

248. Rosenbach Company, *firm, booksellers, Philadelphia, Pa.* The history of America in documents; original autograph letters, manuscripts, and source materials. Pt. two. The close of the Revolution to the middle of the nineteenth century. Philadelphia, The Rosenbach Co., 1950. 131 p.

249. Rowland, Buford. The papers of the Presidents. *American archivist*, 13:195-211 (July, 1950). Traces the fate of the papers of the Presidents and indicates their present custody. Reprinted in part in *Autograph collectors' journal*, 3, no. 3:34-36 (Apr., 1951).

250. U. S. Adjutant-General's Office. Departmental Records Branch. Descriptive list of monthly progress reports of Headquarters, Army Service Forces, September 1942-May 1946. Washington, 1950. 24 p. (*Inventory* no. 200.02, pt. 1).

251. U. S. Adjutant-General's Office. Departmental Records Branch. Guide to the records of the Adjutant-General's Department, 1940-1945. Washington, 1950. 46 p. (*Record group summaries* nos. 207.12 to 207.90). These summaries were prepared by Martin P. Claussen for ultimate use in the "Federal records of World War II" published by the National Archives.

252. U. S. Aeronautics Bureau. United States naval aviation in review, 1911-1951. [Washington, 1951] 29 p. Catalog of an exhibit at the Naval Historical Foundation, Washington, D. C., which included photographs of items in the National Archives.

253. U. S. Library of Congress. Annual reports on acquisitions: manuscripts. *Quarterly journal of current acquisitions*, 8, no. 3:[19]-30 (May, 1951). Written by Solon J. Buck and Dorothy S. Eaton.

254. U. S. Library of Congress. District of Columbia sesquicentennial of the establishment of the permanent seat of the Government; an exhibition in the Library of Congress, Washington, D. C., April 24, 1950, to April 24, 1951. Washington, 1950. 89 p.

255. U. S. Library of Congress. A guide to the microfilm collection of early State records; prepared by the Library of Congress in association with the University of North Carolina. Comp. under the direction of William S. Jenkins. Ed. by Lillian A. Hamrick. [Washington] 1950. 1 vol. (various paging). "The State Records Microfilm Project was launched in 1951 as a joint enterprise of the Library of Congress and the University of North Carolina. As originally conceived and prosecuted, the scope of the Project was limited to locating and reproducing the legislative proceedings of the American Colonies, Territories, and States. Interrupted for several years by the war, when work was resumed in 1946, coverage was expanded to include, in addition, statutory laws, constitutional records, administrative records, executive records, court records, some local records (county and city), records of American Indian Nations, records of rudimentary states and courts, and, inevitably, a group only desribable as 'Miscellany'" (Preface). Not all the categories of materials indicated above have been arranged or listed separately, since the work is still in progress. This list describes 160,000 feet of film or the equivalent of about 2,500,000 pages.

Positive copies may be purchased from the Photoduplication Service of the Library of Congress.

256. U. S. Library of Congress. Indiana, the sesquicentennial of the establishment of the Territorial Government; an exhibit in the Library of Congress, Washington, D. C., November 30, 1950, to April 30, 1951. Washington, 1950. 58 p.

257. U. S. Library of Congress. Library of Congress Sesquicentennial Exhibit, April 24, 1950; catalog of the exhibit commemorating the 150th anniversary of its establishment. Washington, 1950. 38 p.

258. U. S. Library of Congress. Quarterly journal of current acquisitions. Vol. 8, no. 1: 1-87 (Nov., 1950). A special sesquicentennial issue. *Contents.* — Donald H. Mugridge, A shipment of books; Dorothy S. and Vincent L. Eaton, Manuscripts relating to early America; Frederick R. Goff and Vincent L. Eaton, Early printed books relating to America; Clyde S. Edwards, American eighteenth century newspapers; Clara E. Legear, Maps of early America; Alice L. Parker, Pictorial Americana, 1590-1801; Nelson R. Burr, The Federal City depicted, 1612-1801; Some presentation copies in the library of Thomas Jefferson.

259. U. S. National Archives. Federal records of World War II. Washington, 1951. 2 vols. Vol. I, Civilian agencies; Vol. II, Military agencies. A comprehensive guide to the Federal records of World War II, with a full and comprehensive index.

260. U. S. National Archives. List of documents relating to special agents of the Department of State, 1789-1906. Comp. by Natalia Summers. Washington, 1951. 229 p. (*Special list* no. 7).

261. U. S. National Archives. List of file microcopies of the National Archives. Washington, 1950. 67 p. Supersedes the *List* published in 1947.

262. U. S. National Archives. National Archives accessions. No. 41-45. [Washington, 1950-51] Issued quarterly as a supplement to the *Guide to the records in the National Archives* (Washington, 1948).

263. U. S. National Archives. Population schedules, 1800-1870; volume index to counties and major cities. Washington, 1951. 217 p.

264. U. S. National Archives. Preliminary inventory of the records of the Bureau of Aeronautics. Comp. by Forrest F. Shonkwiler. Washington, 1951. 9 p. (*Preliminary inventory* no. 26).

265. U. S. National Archives. Preliminary inventory of the records of the Foreign Economic Administration. Comp. by H. Stephen Helton. Washington, 1951. 180 p. (*Preliminary inventory* no. 29).

266. U. S. National Archives. Preliminary inventory of the records of the Office of War Mobilization and Reconversion. Comp. by Homer L. Calkin. Washington, 1951. 156 p. (*Preliminary inventory* no. 25).

267. U. S. National Archives. Preliminary inventory of the records of the Retraining and Reemployment Administration. Comp. by Thayer M. Boardman. Washton, 1951. 17 p. (*Preliminary inventory* no. 28).

268. U. S. National Archives. Preliminary inventory of the records of the Selective Service System, 1940-47. Comp. by Richard G. Wood. Washington, 1951. 53 p. (*Preliminary inventory* no. 27).

269. U. S. National Archives. Preliminary inventory of the records of the United States War Ballot Commission. Comp. by Robert W. Krauskopf. Washington, 1951. 4 p. (*Preliminary inventory* no. 24).

270. U. S. National Archives. Preliminary inventory of the records of the War Shipping Administration (Record Group 248). Comp. by Allen M. Ross. Washington, 1951. 35 p. (*Preliminary inventory* no. 30).

271. U. S. National Archives. Your government's records in the National Archives, 1950. [Washington, 1950] 102 p. A condensed description of the holdings of the National Archives as of March 31, 1950. A revision of a booklet first issued in 1945.

272. Wilcox, Benton H. Wisconsin report. *Wisconsin magazine of history*, 34: 164-169 (spring 1951). A survey of records in the National Archives relating to the history of Wisconsin, undertaken on behalf of the Wisconsin State Historical Society and the University of Wisconsin.
273. Young, Louise M. The records of the League of Women Voters. U. S. Library of Congress, *Quarterly journal of current acquisitions*, 8, no. 2: 3-11 (Feb., 1951).

C. State and Local

274. Allen, Winnie and Helen Hunnicutt. The archives collection [of the Eugene C. Barker Texas History Center at the University of Texas] Texas. University, *Library chronicle*, 4: 11-18 (Fall, 1950).
275. Archer, H. Richard. Literary and historical manuscripts in the Clark Memorial Library. *Autograph collectors' journal*, 3, no. 2: 7-13 (Jan., 1951). Describes present holdings and acquisitions policy of the Library, now operating under the stewardship of the University of California at Los Angeles.
276. Bestor, Arthur E. Interim report on the arrangement, microfilming, and cataloguing of the New Harmony manuscripts, 14 September 1950. Urbana, Univ. of Illinois, 1950. 12 p. A progress report on the author's New Harmony manuscripts project, undertaken with the support of the Illinois Historical Survey and the University of Illinois Research Board.
277. Bestor, Arthur E. Proposal for arranging, cataloguing, and microfilming the manuscript records of the New Harmony Community in the Workingmen's Institute at New Harmony, Indiana, rev. 26 June 1950. [Urbana] Univ. of Illinois, 1950. 4 p.
278. Bestor, Arthur E. Records of the New Harmony community; a descriptive catalogue of the manuscript volumes preserved in the Working Men's Institute, New Harmony, Indiana, and elsewhere, and reproduced photographically for the Illinois Historical Survey. Urbana, Ill. Historical survey, 1950. 17 l.
279. Boxer, C. R. The naval and colonial papers of Dom Antonio de Ataide. *Harvard Library bulletin*, 5: 24-50 (Winter, 1951). Describes the papers, which are at Harvard and in libraries in Portugal, England, and Brazil and indicates their importance for Portuguese colonial and maritime history in the sixteenth and seventeenth centuries.
280. Chavez, Angelico, *father*. Some original New Mexico documents in California libraries. *New Mexico historical review*, 25: 244-253 (July, 1950). Lists original Spanish manuscripts in the Ritch Collection of the Huntington Library, in the Bancroft Library, and in the Santa Barbara Mission Archives.
281. Cummings, Hubertis M. James D. Harris, canal engineer: notes on his papers and related canal papers. *Pennsylvania history*, 18: 31-45 (Jan., 1951). Describes a recent accession of documents by the Pennsylvania Historical and Museum Commission that complements in significant manner the official records relating to the Pennsylvania Canal preserved in the Land Office at Harrisburg.
282. Fields, Joseph E. The completed sets of signers of the Declaration of Independence. *Autograph collectors' journal*, 3, no. 2: 15-19 (Jan., 1951).
283. Friends Historical Library, Swarthmore, Pa. Friends Historical Library of Swarthmore College, Swarthmore [n. d.]. [8] p. A brief description of the Library's collections, which include original meeting records and other manuscript materials, as well as printed materials.
284. Harvard University. Graduate School of Business Administration. Baker Library. List of business manuscripts in Baker Library. Comp. by Robert W. Lovett. Boston, 1951.
285. Historical Records Survey, Pennsylvania. Inventory of the county archives of Pennsylvania; Cambria County. Ebensburg, Pa., Board of County Commissioners [1950] 299 p.
286. Lovett, Robert W. Publisher and advertiser extraordinary: the E. C. Allen

Collection. Business Historical Society, *Bulletin*, 24:210-215 (Dec., 1950). Describes the records of the E. C. Allen mail order and publishing house, which have recently been deposited in the Baker Library.

287. MARYLAND. HALL OF RECORDS. Calendar of Maryland State papers. No. 4. Pt. 1. The red books. [n. p., 1950]. 280 p. A calendar of approximately a third of the "Red Books" papers, covering the period 1773-1827, and relating to military matters.

288. MARYLAND. HALL OF RECORDS. Index holdings, June 1951. [n. p., n. d.]. 9 p. (*Bulletin* no. 9) A list of indexes available in the Index Room and elsewhere in the Maryland Hall of Records.

289. MICHIGAN. UNIVERSITY. WILLIAM L. CLEMENTS LIBRARY. One hundred Michigan rarities. Ann Arbor, 1950. 32 p. (*Bulletin* no. 60). A sampling of books, manuscripts, prints, and maps in the Library's holdings. Includes 48 plates (facsimiles).

290. OREGON. STATE LIBRARY. ARCHIVES DIVISION. Pioneer families of the Oregon Territory, 1850. [n. p.] 1951. 44 p. (*Bulletin* no. 3) An index to the population, mortality, agriculture, and industry schedules of the Federal Census of 1850 for the Territory of Oregon, compiled from a microfilm copy of the population schedules and from the original mortality, agriculture, and industry schedules in the Oregon State Archives.

291. OREGON. STATE LIBRARY. ARCHIVES DIVISION. Records of the Oregon State Defense Council, series list. [n. p.] 1951. [3] p. (*Inventory* no. 1)

292. PEASE, MARGUERITE J. Guide to the manuscript materials relating to western history in foreign depositories reproduced for the Illinois Historical Survey. Urbana, Illinois Historical Survey, 1950. 85 l.

293. PENNSYLVANIA. UNIVERSITY. LIBRARY. Benjamin Franklin; Winston Churchill; an exhibition celebrating the bicentennial of the University of Pennsylvania Library, May 8-June 15, 1951. [Philadelphia, 1951] 55 p. Includes items lent by the Franklin D. Roosevelt Library, Hyde Park, N. Y.

294. SCHMITT, MARTIN. The papers of Henry D. Sheldon. *Oregon historical quarterly*, 52:57-60 (Mar., 1951). A brief description of the papers of the late Professor Sheldon, which are now in the University of Oregon Library. Included in the papers is a considerable amount of correspondence with prominent American historians.

295. SZCZESNIAK, BOLESLAW. Material in the Archives of the University of Notre Dame relating to the American missions in the Far East. *Catholic historical review*, 36:190-211 (July, 1950).

296. VIRGINIA. UNIVERSITY. LIBRARY. The papers of Randolph of Roanoke, a preliminary checklist of his surviving texts in manuscript and in print. By William E. Stokes and Francis L. Berkeley. Charlottesville, 1950. 170 p.

See also 137, 255.

D. Foreign Countries

297. BOND, M. F. The Windsor Aerary. *Archives*, no. 4:2-6 (Michaelmas, 1950). Describes the Windsor Aerary or muniment room, containing records of the Order of the Garter and of St. George's Chapel.

298. BRITISH MUSEUM. MANUSCRIPT DEPARTMENT. Catalogue of additions to the manuscripts, 1921-1925. London, 1950. 1,400 p.

299. BRUNNER, OTTO. Das Archiv der Niederösterreichischen Kammer und des Vizedoms in Osterreich unter der Enns und seine Bedeutung für die Landesgeschichte. *Jahrbuch für Landeskunde von Niederösterreich*, new ser., 29: 131-143 (1944-48).

300. CHARLES, B. G. The records of the Borough of Newport in Pembrokeshire.

[Pt. 1]. Wales. National library, Aberystwith. *Journal*, 7:33-45 (Summer, 1951).

301. Great Britain. Public Record Office. Summary of records. [London] 1950. 366 l. (chiefly tables). A tabular summary of the entire holdings of the Public Record Office, arranged by groups or *fonds* in the alphabetical order of their descriptive titles and thereunder by class number, with an indication, for each class, of its descriptive title, covering dates, and the number of "reference units" it contains. Supersedes the editions of 1933 (reissued in 1938) and of 1943 (a wartime summary indicating the seven county repositories to which records had been evacuated). Originally compiled for purely administrative purposes, the *Summary* is also a valuable reference tool.

302. Historical manuscripts. London. University. Institute of Historical Research, *Bulletin*, 23:239-258 (Nov., 1950). Lists (1) accessions of manuscripts reported by public or corporate body repositories; (2) migrations of manuscripts by sale or change of private ownership.

303. [India. National Archives] Manuscript materials on modern Indian history in the National Library of Scotland. *Indian archives*, 2:121-127 (1948).

304. LeFèvre, Pl. Archives des arts; III. Brodeurs; IV, Tapissiers. *Archives, bibliothèques, et musées de Belgique*, 21:184-194 (1950).

305. Leuilliot, Paul. Les correspondences consulaires modernes (1815-1830). *Annales (économies, sociétés, civilisations)* 5, no. 2:222-230 (Apr.-June, 1950). Describes records in the Archives of the French Ministry of Foreign Affairs.

306. Lo, Chia-Luen. Chinese sources for Indian history. *Indian archives*, 3:81-87 (1949).

307. Mauritius. Archives. Census registers. *Bulletin*, no. 2:[22]-29 (1950). Lists manuscript and printed registers of the various censuses taken in Mauritius since the beginning of French rule.

308. Mauritius. Archives. Guide to the material in the Mauritius Archives. *Bulletin*, no. 2:1-21 (1950). A brief description of the holdings of the Mauritius Archives.

309. Ray, Margaret. The Collection on Church Union in the archives of Victoria University. United Church of Canada, Committee on Archives, *Bulletin*, no. 3:4-10 (1950).

310. Ray, Margaret. Records concerning the Manitoba and North-West Conference. United Church of Canada, Committee on Archives, *Bulletin*, no. 3:25-37 (1950). Describes a collection in the archives of Victoria University.

311. Ribbing, Olof. Några notiser om Simancasarkivet. *Historisk tidskrift*, 2d ser., 13, no. 1:61-66 (1950).

312. Schornbaum, Karl. Archivinventare der evangelisch-lutherischen unterfränkischen Pfarreien des ehemaligen Konsistoriums Bayreuth nebst Nachträgen zu den Inventaren der mittelfränkischen Pfarreien des ehemaligen Konsistoriums Ansbach. *Veröffentlichungen des Gesellschaft für fränkische Geschichte*, ser. 5, no. 4, 1950. 143 p.

313. Schumm, Karl. Übersicht über die Archivbestände Württembergisch Frankens mit besonderer Berücksichtigung der Archive der Fürsten zu Hohenlohe. *Württembergisch Franken*, new ser., 22/23:1-67 (1949).

314. Suri, V. S. Some outstanding manuscripts acquired by the Punjab Government Record Office (India). *Indian librarian*, 4:[123]-126 (Mar., 1950). Describes materials acquired by the Punjab Government Record Office at Simla since the partitioning of the Punjab in August 1947.

315. Vaux de Foletier, F. de. Archives of the Seine and the city of Paris. *Indian archives*, 2:112-114 (1948).

316. Vilar, Pierre. Les archives économiques de Barcelone. *Annales (économies, sociétés, civilisations)* 5, no. 2:213-222 (Apr.-June, 1950).

See also 8, 279, 340.

VIII. Application of Photographic Processes to Work With Records and Historical Manuscripts

317. Bacon, Grace W. Handling microcards in libraries. *College and research libraries*, 11:372-373 (Oct., 1950). The author is reference librarian, Wesleyan University, and cataloger for the Microcard Foundation.

318. Bartlett, Norman. A job for microfilm: Australia's national records. *Indian librarian*, 4:126-128 (Mar., 1950). Describes the cooperative program of the Australian Commonwealth National Library, Canberra, and the Mitchell Library, Sydney, to obtain microfilm copies of documents in the Public Record Office in London relating to Australia. It is planned to extend the program to other countries when the work in London has been completed.

319. Bolsee, J. A propos de microphotographie. *Archives, bibliothèques, et musées de Belgique*, 21:282-283 (1950).

320. Born, Lester K. Microfilming abroad. *College and research libraries*, 11:250-258 (July, 1950). The author, who is Special Assistant on Microfilm Program in the Office of the Assistant Director for Acquisitions of the Library of Congress, reviews the plans and policies recently announced by the Library, indicates the nature of the problems ahead, and summarizes work already done.

321. Clark, Kenneth W. The microfilming projects at Mount Sinai and Jerusalem. U. S. Library of Congress, *Quarterly journal of current acquisitions*, 8, no. 3:6-11 (May, 1951).

322. Coblans, Herbert. Some notes on American practice in documentation. Journal of documentation, 6:206-212 (Dec., 1950). Discusses the following types of photographic and mechanical controls: microfilm, microcards, offset lithography, and punched cards.

323. Dennis, Faustine. American Council of Learned Societies, British Manuscripts Project. *American documentation*, 1:130-132 (Aug., 1950). Describes briefly the 2,652 reels of negative microfilm produced by the Project for deposit in the Library of Congress between 1941 and 1948.

324. Hanke, Lewis. Mexican microfilm developments, II (conclusion). U. S. Library of Congress, *Quarterly journal of current acquisitions*, 8, no. 2:12-14 (Feb., 1951). Conclusion to the discussion begun in the *Quarterly journal*, 6, no. 4:9-13 (Aug., 1949).

325. Kent, Donald H. Preserving Pennsylvania's historical heritage photographically. *Pennsylvania history*, 17:302-314 (Oct., 1950). A description of the microfilming and photostating program of the Pennsylvania Historical and Museum Commission, intended to gather together in Harrisburg the scattered resources for Pennsylvania history wherever found.

326. New techniques in chemical literature. *Industrial and engineering chemistry*, 42:1456-1468 (Aug., 1950). A symposium presented before the American Chemical Society, Atlantic City, N. J., September 1949. *Partial contents.* — S. W. Cochran and J. W. Perry, "Conventional and mechanized search methods," p. 1456-1457; H. T. Engstrom, "Microfilm selection equipment in information work," p. 1460-1461; Fremont Rider, "Microcards, a new form of publication," p. 1462-1463; J. W. Kuipers, "Microcards and microfilm for a central reference file," p. 1463-1467; Maurice F. Tauber, "Problems in the use of microfilms, microprint, and microcards in research libraries," p. 1467-1468.

327. Power, Eugene B. The use of high reduction microfilm in libraries. *American documentation*, 1:139-143 (Aug., 1950).

328. Symposium on microphotography from the user's point of view. *Aslib proceedings*, 2:33-38 (Feb., 1950). A transcript of remarks made by Miss E. M. R. Ditmas, H. E. Wilson, Mrs. L. Moholy, and H. R. Verry at the London meeting of the Association of Special Libraries and Information Bureaux on February 16, 1949. Includes a section of "Notes on microfilm readers," by Miss Ditmas, p. 37-38.

329. U. S. Library of Congress. Departmental & divisional manuals. No. 18. Rare Books Division; Microfilm Reading Room. Washington, 1951. 44 p.

330. Wardle, D. B. The *Contoura* document copier. *Archives*, no. 4:43-44 (Michaelmas, 1950). Describes a document-copying device invented in the United States, based on the principle of the "reflex" copier.

331. Wolk, L. J. Van Der and J. C. Tonnon. The microcopy on flat film as an aid in documentation. *Revue de la documentation*, 17, fasc. 5: 134-141; fasc. 8:216-238 (1950-51).

See also 46, 59, 83, 91, 196, 223, 255, 261, 292, 339.

IX. Service, Use, and Publication of Records and Historical Manuscripts

332. Association of Research Libraries. Committee on the Use of Manuscripts by Visiting Scholars. Report. [n. p., n. d.] 3 p. A provisional report, prepared in December 1950, and subject to revision before submittal for final approval to the Association in July, 1951. Covers matters of general policy with regard to acquisition, preservation, and use, reading room rules, freedom of access, and right of publication.

333. Bradley, Phillips. Local history awaits the prospector. *Wisconsin magazine of history*, 33:403-411 (June, 1950). An article suggesting to professional and local historians, labor organizations, and State historical societies ways to proceed in collecting and making available the labor records to be found in local communities.

334. Colket, Meredith B. The American University's First Institute in Genealogical Research. *American archivist*, 14:141-146 (Apr., 1951). A paper read before the annual meeting of the Society of American Archivists at Madison, Wis., October 10, 1950.

335. Cooper, John S. Foiling forgers. *Wall Street journal*, 136, no. 57:1, 8 (Sept. 7, 1950). An account of the annual meeting of the American Society of Questioned Document Examiners, in Houston, Texas.

336. Great Britain. Public Record Office. Consultative committee on publications. [London, 1951] [14] p. Describes the work and program of the Committee.

337. A Guide to business records in Wisconsin. Business Historical Society, *Bulletin*, 25:73 (Mar., 1951). A brief note on a file of almost 3,000 completed questionnaires received by the State Historical Society of Wisconsin in response to a survey made by it of some 6,000 fabricating firms throughout the State requesting information as to the extent and accessibility of their records.

338. Jones, Stacy V. How to get it from the Government. New York, E. P. Dutton & Co., 1951. 104 p. A handbook listing the benefits, services, and types of information the citizen can obtain from the Federal Government. Chapter V, "The Government knows about you: how to get family records," p. 33-37, describes services of the National Archives, Library of Congress, Census Bureau, and the Army, Navy, Marine Corps, and Coast Guard.

339. Kellar, Herbert A. and others. Problems of locating and using historical manuscripts. *Oregon historical quarterly*, 51:[155]-179 (Sept., 1950). A symposium of papers presented at the tenth annual meeting of the American Association for State and Local History, held in Portland, Oregon August 1950. *Contents.*— Herbert A. Kellar, "Introduction," p. [155]-156; William N. Bischoff, "Tracing manuscript sources," p. 156-163; Harry C. Bauer, "Where manuscripts should be," p. 163-167; S. K. Stevens, "The use of microfilm," p. 167-179. Also in American Association for State and Local History, *Bulletin* (Sept., 1950).

340. Lejour, Ernestine. Les archives de famille. *Archives, bibliothèques, et musées de Belgique*, 21:11-27, 163-183 (1950). Stresses the importance of family archives, indicates the extent to which such archives have been placed in public

and institutional custody in Belgium and elsewhere, and suggests methods for their arrangement and description.

341. LOVETT, ROBERT W. Business records. *American archivist*, 13:303-305 (July, 1950). A summary review of the literature relating to the selection and preservation of business records in libraries and other depositories.

342. MICHIGAN. UNIVERSITY. LIBRARY. CLEMENTS LIBRARY. The visitor and the Clements Library. Ann Arbor, 1950. 40 p.

343. NEWLIN, JOHN B. County offices and how to use them. Chicago, LaSalle Extension Univ. [1951] 86 p.

344. PARKS, E. T. Note on research in Department of State records. *American political science review*, 44:1056-1058 (Dec., 1950). Outlines the policy of the State Department with regard to nonofficial use of its records.

345. PRESIDENTIAL letters. *Autograph collectors' journal*, 3, no. 3:32-33 (Apr., 1951). A brief note reprinted from the *New Yorker* on the market value of presidential autographs.

346. RICE, HOWARD C. Jefferson in Europe a century and a half later; notes of a roving researcher. Princeton, University Library, *Chronicle*, 12:19-35 (Autumn, 1950). Describes the author's experiences in locating Jefferson documents in Europe for the editorial board of *The papers of Thomas Jefferson.*

347. RUBINCAM, MILTON. Genealogical research in the National Archives; historical background and facilities for research. *New England historical and genealogical register*, 105:42-48 (Jan., 1951).

348. SHAW, RALPH R. Literary property in the United States. [Washington, D. C.] Scarecrow Press, 1950. 277 p. A study of copyright law in the United States. Chapter XVIII, "Literary property and scholarly institutions," is of particular interest.

349. STORM, COLTON. Of fakes and forgeries. *American heritage*, 2, no. 3:6-8, 74 (Spring, 1951).

350. U. S. CONGRESS. HOUSE. COMMITTEE ON JUDICIARY. Recording and performing rights in certain literary works. Hearings . . . 82-1 on *H. R.* 3589. Washington, 1951. 48 p.

351. U. S. GENERAL SERVICES ADMINISTRATION. Availability of official records. *Federal register*, 15:7710-7713 (Nov. 14, 1950). Rules prescribed by the Administrator of General Services, dated November 9, 1950, governing the use of (1) official records created by the General Services Administration, (2) records deposited with the National Archives of the United States, (3) historical material in the Franklin D. Roosevelt Library, and (4) records deposited in regional Federal records centers. Published as Pts. 1, 2, 3, and 4 respectively of Title 44, *Code of Federal regulations.*

352. U. S. LIBRARY OF CONGRESS. COPYRIGHT OFFICE. Copyright bibliography. By Henriette Mertz. Preliminary edition for checking purposes. Washington, 1950. 213 p.

353. U. S. NATIONAL HISTORICAL PUBLICATIONS COMMISSION. The National Historical Publications Commission, 1934-1950; a report to the Commission. Washington, 1951. 33 p. A report reviewing the Commission's earlier history and outlining its present program.

354. U. S. NATIONAL HISTORICAL PUBLICATIONS COMMISSION. A national program for the publication of the papers of American leaders; a preliminary report to the President of the United States. Washington, 1951. 47 p.

355. U. S. PRESIDENT, 1945- (Truman) [Letter of January 29, 1951, to the Director of the Bureau of the Budget requesting the establishment of a Federal history program for agencies engaged in emergency activities] U. S. State Department, *Bulletin*, 24:272 (Feb. 12, 1951).

See also 38, 46, 59, 83, 108-109, 121, 126, 132, 149, 159, 166, 197, 219, 284.

X. Special Physical Types of Records and Historical Manuscripts

356. Kläui, Paul. Die Karte als Hifsmittel der historischen Forschung. *Zeitschrift für Schweizerische Geschichte*, 30, no. 2:244-262 (1950).
357. Larson, Cedric. Photography's hall of fame. *American heritage*, no. 2:56-59 (Winter, 1951). Describes the George Eastman House at Rochester, New York.
358. Pritchard, Alan. Air Force film treasure house; a piece of Air Force history is all yours — for four cents a foot. (Dayton, Ohio, *News*, Feb. 18, 1951. p. 7-9). Describes some of the holdings and activities of the Air Force Central Motion Picture Depository at Wright Field.
359. United Nations. Secretariat. Department of Conference and General Services. Catalogue of sound recordings in the archives of the United Nations as of 30 December 1949, prepared in Archives Section, Communications and Records Division. [Lake Success] 1950. 11 p. (*United Nations archives reference guide* no. 15).
360. U. S. Library of Congress. Departmental & Divisional manuals. No. 16. Map Division. Washington, 1950. 31 p.
361. U. S. Library of Congress. Map Division. The services and collections of the Map Division. By Walter W. Ristow. Washington, 1951. 22 p.

See also 104, 223, 235, 258.

XI. The Recruitment and Training of Archivists, Custodians of Manuscripts, and Records Officers

362. American University. School of Social Sciences and Public Affairs. Announcement of courses in record and archives administration, 1950-51. Washington [1951] 7 p.
363. American University. School of Social Sciences and Public Affairs. Archives, genealogy, historic buildings; 3 specialized courses for summer study, beginning June 11, 1951. [Washington, 1951] Folder. An announcement of courses offered by the American University in cooperation with Colonial Williamsburg, Library of Congress, Maryland Hall of Records, National Archives and Records Service, National Council for Historic Sites and Buildings, and National Park Service.
364. Arco Publishing Company, *New York*. Archives assistant GS-3 thru GS-6; a course of study for Federal civil service test success. Based on the official examination announcement, it covers all the subjects of the test by a combination of concise study material and test type questions and answers [by] the Arco Editorial Board. Latest 1950 ed. New York [1950] 1 vol. (various pagings).
365. France. Direction des Archives. Stage technique d'archives, réservé aux élèves de l'École des Chartes et aux archivistes et étudiants étrangers. [Paris, n. d.] [8] p. Describes a new course of study offered under the joint auspices of the Direction des Archives de France and l'École des Chartes to students of l'École des Chartes and to foreign archivists and students. The course is intended to instruct the student in the techniques of modern archival administration, in the theory of administrative organization, and in the fields of documentation and economics.
366. Il Nuovo ordinamento dell scuola per archivisti paleografi dell' Universita' di Roma. *Archivi*, ser. 2, 17, fasc. 2-4:238-240 (1950).
367. Quynn, Dorothy M. The Ecole des Chartes. *American archivist*, 13: 271-283 (July, 1950). Traces the history and describes the present curriculum and program of the École des Chartes.

See also 41-42, 50, 145, 334.

Reviews of Books

RICHARD G. WOOD, *Editor*

The National Archives
Washington 25, D. C.

Federal Records of World War II, Volume 1, Civilian Agencies, Volume 2, Military Agencies. (Washington. U. S. Government Printing Office. 1950. Pp. xii, 1073; iii, 1061. $2.50. each volume.)

There has always been a keen interest in the history of war. Often it has been romantic and heroic in its definitions. Scientific interest in the tactical maneuvering and campaigning has likewise engaged much of the historian's interest and military history has become a highly technical branch of historiography. During the twentieth century the growing interest in non-political history made the history of war unpopular save among a small coterie of officers in the services. This lack of interest was perhaps reflected in the fact that during the First World War very little was done either to write the history of American participation in it or even to create a record.

The outbreak of the Second World War found a number of people in key positions aware of this neglect. Those in government found little of coordinated information about what had happened in war-making 1917-1918 to guide them. Scholars began almost immediately after Pearl Harbor to urge a course of action which would insure a record and a history. Pendleton Herring, then of the Harvard University Department of Government, the representatives of the American Historical Association on the Social Science Research Council, and various other historians began to work. Likewise since the First World War the National Archives had been created and there were in that organization a number who were interested in the problem.

President Roosevelt himself was always interested in records and history and the upshot was that in 1942 the President suggested the creation of a Committee on Records of War Administration in the Bureau of the Budget. The Social Science Research Council set up a Committee on War Studies the next year. The American Historical Association and representatives of government gave serious consideration to the desirability of creating an official commission to write a history of the war but finally the decision was against it. Instead, the Budget Bureau's committee and the committee of the Social Science Research Council were merged in a National Advisory Council on War History.

These agencies moved in two directions. One, which cannot be appropriately considered here, was to secure a great variety of historical accounts of all phases of war activity, in both armed service and civilian agencies. The other was to create a great and controlled series of records. The Bureau of the Budget and the National Archives directed this great task under direct mandates from Presidents Roosevelt and Truman.

Shortly after the War came to its reputed end President Truman moved to continue the collection of the record, and to make it available. He set on foot the project to prepare a guide to this record. Failure of appropriations hindered the project but at length the National Archives has been able to complete these comprehensive guides under the direction of Dr. Philip M. Hamer.

The first of these volumes lists the records of the Civilian Agencies: the legislative, judicial, and the complex executive branches embracing the White House, the departments, the emergency agencies, and a variety of other independent offices, domestic and foreign. The second volume, equally large, is devoted to the armed service record.

The records here listed are amazing in their bulk and comprehensiveness. It is not possible to do more than report that they will be a constant mine of information to all scholars. And "all scholars" can be said advisedly because so immense is modern warfare that it embraces all walks of life. A feature which adds greatly to the usefulness of these guides is the fact that they bring together the bibliography to date of the publications, both governmental and private, pertaining to the war effort. The records were made and are available, if only we could recruit the army of scholars necessary to exploit them properly.

All concerned in the great cooperative effort which resulted in this publication deserve the highest commendation for making such widely scattered information so readily available.

Roy F. Nichols

University of Pennsylvania

Where are the Historical Manuscripts? A Symposium, by Herbert A. Kellar, William N. Bischoff, S. J., Harry C. Bauer, and S. K. Stevens. *Bulletins of the American Association for State and Local History,* Vol. II, No. 4. (September, 1950.) Pp. 103-127.

Mr. Kellar states the problem and draws attention to the speakers' diversity of viewpoint. He emphasizes the difficulty of locating manuscripts, because of great bulk and dispersal, and suggests a possible solution in the creation of a National Union Catalog. He sees the beginnings of this index in the existing inventories compiled by the Historical Records Survey, along with privately published inventories and unpublished descriptions of individual collections.

Father Bischoff's remarks on "Tracing Manuscript Sources" are effectively illustrated by a virtual case history of a research problem taken from his own experience. He states the possibilities open to a historian: rearrangement of others' work; use of readily available material; exhaustive search for new material. In the latter, which is the only true research procedure, the historian travels many miles and suffers countless disappointments. This is the history professor speaking, the man for whom we are trying to solve the

problem. He suggests that *regional* union catalogs be established on the same principles that govern bibliographical centers now in existence.

Mr. Bauer, the librarian, attempts to tell us where manuscripts should be. With specific illustrations he discusses the unsuitable location of certain papers. He demands proper cataloging, but admits that we have accomplished miracles when we have rescued the papers and adequately housed them.

Mr. Stevens, a State historian, discusses microfilm. He sees here a possible solution to the problems of bulk and dispersal. He brings out a fact which needs constant emphasis — that great quantities of documents having purely utilitarian value are not sacred relics. Their content can be appropriately preserved on film and sent to the historian. He recognizes the difficulties, a critical one being proper arrangement before filming.

Space limitations permit only this unfortunately brief summary of a vigorous discussion wherein logic does not consistently triumph over enthusiasm. Mr. Bauer maintains that Father Bischoff's proposal for a "central depository for manuscripts" is impossible, but Father Bischoff asks for *regional union catalogs*. His citing of regional bibliographical depositories as examples of cooperative effort clouds the issue. Collections and catalogs are two different things. He might better have described the Union Catalog of books at the Library of Congress, and such regional union catalogs as the one for the Detroit area.

As this symposium is in itself an admission that papers cannot always be in logical places, Mr. Bauer's section might have been differently slanted, though in spite of its title, it presents effectively the librarian's place in the picture. This is important, since the librarian will probably be the one to put an index into operation and maintain it. However questionable the extent of progress represented here, this is the sort of thing we must have before planning. It is a good beginning. It would be helpful if, as an addendum, the reader could have some indication of the trend of the discussion which followed.

DOROTHY KING

William Allan Neilson Library,
Smith College

La Restauration des Documents aux Archives Générales du Royaume, by Jacques Bolsée. (Extract of *Archives, Bibliothèques et Musées de Belgique,* T. XXI — No. 1, Brussels, 1950. Pp. 11. One illus.)

The archival profession in Europe is much older than in America with the natural consequence that we of the New World have long turned to Europe for guidance and precedent. In some techniques and methods, however, American archivists are considerably more advanced than their Continental colleagues. Consequently, it is of considerable interest to American archivists, as it will undoubtedly be to archivists in other parts of the world, to learn of the reactions of the first European archives to employ the lamination method for the restoration of documents.

Mr. Bolsée tells interestingly of the attempts prior to World War II to

restore documents by the use of cellulose acetate foil applied with a liquid adhesive rolled on manually. He also refers to unsuccessful attempts to use cellulose acetate to which the manufacturer had applied an adhesive for instant use. The historical background of the lamination process continues by relating that the United States National Bureau of Standards conducted tests which determined the feasibility of employing the use of cellulose acetate foil under heat and pressure for the repairing of documents. In 1936 the National Archives acquired a hydraulic press with steam-heated platens to carry out the recommendations of the Bureau of Standards and dispense with the much slower manual method of repairing documents heretofore employed in archival institutions. Following a comparison of the National Archives method and the process developed by Mr. William J. Barrow of Richmond, Virginia, including his acid-removal method for contaminated papers, M. Bolsée gives a detailed account of the operation of Belgium's Barrow Laminator which was the first one in Europe [France has since purchased one].

American archivists and others who have followed the progress of lamination will undoubtedly be interested to learn from this monograph that the staff of the Archives Générales du Royaume in Brussels had no antipathy to this process, but were well pleased and enthusiastic about the equipment and procedures for its use as developed here in America. M. Bolsée relates that it soon became evident that some records in their archives required treatment not encountered extensively here. Documents badly deteriorated by mold, charring, or oxidation of the cellulose fibres by acidity were first sized with a solution of cellulose acetate in acetone after which they were successfully laminated. Some of the books badly burned in the fire at the State Archives in Liege, Christmas 1944, were restored in this manner. Another method adopted as part of their regular restoration process was the placing of a badly charred or deteriorated document between sheets of tissue, then between screens preparatory to immersion in the solutions for the neutralization of acidity. It was found that this greatly reduced chances of further damage to already fragile documents.

Although American archivists may not fully comprehend M. Bolsée's pride in calling attention to their collection of 32,000 molds of seals made by the same staff members who attend to document restoration and photography, they understand and hear a phrase familiar to them when he writes: "We well realize that in Belgium we have to, and we know how to do much with very little. . . ."

LEON DEVALINGER, JR.

Delaware State Archives

National Archives, *List of Documents Relating to Special Agents of the Department of State, 1789-1906*, compiled by Natalia Summers. Special list No. 7. (Washington National Archives, 1951. Pp. xi, 229. Processed.)

The foundations for this volume were laid nearly thirty years ago. At that time the documents were still in the Department of State. The condition of

the Archive Room at that time seems hardly credible. Two persons were in immediate charge. One was a man of unsound mind who was addicted to smoking in the room; ultimately his madness became acute and he was removed. The other was a young man discharged dishonorably from the Navy for imperiling the life of a patient by what can charitably be called a pharmaceutical experiment. Neither had training, background, or interest as foundations for his task. If a document was called for by using the Roman numeral for the volume, it was not delivered because the request was "in Latin."

The only printed list of special agents in existence was a short one in Moore's *Digest of International Law*. The confidential "precedent list" in the Department itself consisted of only about eighty names. There was no careful definition of the status of such agents, and no procedure for expanding the list or improving its quality. On the occasion of my first visit to the Department, I had already compiled from printed sources a list at least four times longer than the Department's own.

These were the circumstances under which Mrs. Summers began her work in the Archive Room of the State Department. As long as she stayed there, and all the time she was in the National Archives, this topic remained a major one among her many preoccupations. There was no "systematic" method available, for as this volume indicates, references to special agents occur in so many categories of documents — diplomatic, consular, departmental — that only by continuous attention in the midst of the multifold duties of an archivist could references be accumulated until something like a complete list was compiled. "Something like a complete list" is a deliberately chosen phrase; without a specific review of *all* the archives there could not be a complete list.

Moreover this list deliberately excludes some classifications of agents. One particular group which is omitted had considerable constitutional importance: ceremonial agents were the first to receive titles ordinarily reserved to officers confirmed by the Senate. Agents with the rank of ambassador, now a fairly common occurrence, were first sent on ceremonial errands. Practice has so greatly expanded usage that rank is now assigned agents who conduct important negotiations. In short, precedents were often initiated in ways far removed from their ultimate use.

This work has been done with infinite care over a long period of years. The editing is excellent, the appendix of great utility, and the index makes cross-checking easy. For persons working in American diplomatic history before 1906 it is invaluable. Needless to say, practice since 1906 has expanded the use of special agents immeasurably, but for the earlier period the list will henceforth be indispensable. It is the first special list of the National Archives which deals with foreign relations and the papers taken over from the Department of State. It is to be hoped that others of like quality and utility will follow.

HENRY M. WRISTON

Brown University

Selected Writings of Bolívar, compiled by Vincente Lecuna, edited by Harold A. Bierck, translated by Lewis Bertrand, published by Banco de Venezuela. (New York. The Colonial Press Inc., 1951, 2 vols., Pp. liv, xv, 822.)

The purpose of the compiler and the publisher of this work was to make known to English-speaking countries Bolívar's part in the war of independence, his ideas on the solidarity and union of the peoples of America, and his views on the form of government best suited to them. To accomplish this purpose the compiler selected 327 documents from his *Cartas del Libertador,* (11 vols., Caracas and New York, 1929-1930 and 1947) and his *Proclamas y Discursos del Libertador,* (Caracas, 1939). With a few exceptions these are letters or public pronouncements by the Liberator. To a preponderant extent the letters were addressed to persons relatively obscure to the English-speaking world. Perhaps a dozen of these were directed to British subjects, but none to acquaintances in the United States. Among the Spanish American participants in the correspondence, Santander received approximately 50 of those appearing in the collection.

The compilation is provided with a chronological list of the documents which gives the name of the person addressed and only occasionally his official or unofficial position. Much of the usefulness of the volumes depends upon the index. To compile an index satisfactory to all the varied uses to which a book may be put is well-nigh impossible, but one might wish that the indexer of this work had been a little less correct in including all the host of proper names and instead had expanded the entries dealing with the political philosophy of Bolívar. Clues to his thinking on many problems of government that remain as unsolved today as in the time of Plato, are buried under the name of a country or under the entry "Bolívar".

The compiler, the editor, the Banco de Venezuela, and all the others who participated in producing this work should, however, be commended for the many points of real excellence. The introduction dealing with "The Life", "The Man", and "The Sources" provides a very good account of the Liberator and of his archive. Equally deserving of praise are the carefully drawn maps and the magnificent illustrations. The neat appearance, the clear print, and the smooth translation make this compilation a pleasure either to consult or just to browse within.

ALMON R. WRIGHT

The Department of State

Great Britain. Public Records Office. *Summary of Records.* ([London], 1950. Pp. ix, 366. Processed.)

The *Summary,* a copy of which has been recently added to the Library of the National Archives in Washington, is a large volume in typescript and comprises some 366 folio pages. It represents the present state of a work which, as may be learned from the first — introductory — part of the new *Guide to the Public Records*[1], has been in course of preparation, amendment,

[1] *Guide to the Public Records: Part 1 — Introductory.* London, His Majesty's Sta-

and amplification since work upon it began in 1907. It was in 1912 that a new era opened for the student, when a copy of the *Summary* in its original form, typed on the typewriter which was itself then a novelty in the Department, was first placed in one of the Search Rooms in the Public Record Office. At the time this was regarded as a revolutionary proceeding, so great, one must assume, was then the secrecy surrounding the "Mystery" of Archive collation. Since that time, however, it has made steady progress, passing through a number of editions, but remaining throughout in typescript and intended essentially for internal use in the Department. In the near future, however, it may achieve a wider publicity, for we are promised that a shortened version of it, in narrative form, will be the next part of the new *Guide* to be published, and that this will give an *aperçu* of the whole contents of the Public Record Office.

In its present form, however, and lacking the "narrative" it is justly claimed that the *Summary* furnishes a survey of the Public Records such as does not exist, it is believed, in any other National Archives. This claim must not, of course, be taken as in any way reflecting upon the general usefulness of other guides, such for example as Mr. M. S. Giuseppi's *Guide to the Public Records,*[2] or the National Archives Guide.[3] The importance of the *Summary* derives from the fact that in the Public Record Office it serves so many essential purposes. Primarily its object is the location of any given record, but as well it forms the basis of all working indexes used in the Office — indexes, for example, of production, of repairs, of photographs made, of documents in the Museum, and so forth — and is the basis of the comprehensive *"Catalogue"* of all official calendars, lists, indexes, etc., which was compiled by Mr. M. S. Giuseppi in connection with his edition of the *Guide.* It governs, so far as is possible, the order of these works on the shelves in the Search Rooms, and of the records in the Strong Rooms. In this way it brings together otherwise unconnected groups of the records as parts of a single whole, maintaining that relation even where some decentralisation may become necessary, and so acts as a link between all sections of the work of the Department.

A work of this nature, therefore, hardly lends itself to immediate comparison with a work such as the *National Archives Guide,* which is conceived upon entirely different lines. Where, however, it may stimulate interest and discussion is in the differences which it reveals in the methods of record conservation and indexing. In the present edition of the *Summary,* for example, we find some 82 groups arranged in strict alphabetical order, the group headings being of the most general nature, e. g., Admiralty, Chancery, Exchequer (11 groups), and so forth, while within the groups the records are sub-divided under a large number of class headings. In the *National Archives*

tionery Office, 1949. (The sole portion of the new *Guide* which has so far been published).

[2] *A Guide to the Manuscripts preserved in the Public Record Office,* by M. S. Giuseppi, London, H.M.S.O. 2 Vols. 1923, 1924.

[3] *Guide to the Records in the National Archives.* Washington, United States Government Printing Office, 1948.

Guide the group headings, numbering some 224, are much more particular in their nature, and the classes within the groups correspondingly much more limited. The sequence followed is not alphabetical.

It is obviously not possible here to go into the reasons, historical and other, underlying the differences between the two systems outlined. Which of them proves superior in dealing with ever expanding collections of archives will no doubt emerge in course of time.

J. A. GIUSEPPI. F.S.A.

Thames Ditton, Surrey, England

Annual Report on the National Archives and Records Service. From the Annual Report of the Administrator of General Services for the Year Ending June 30, 1950. (Washington, United States Government Printing Office, 1951. Pp. 51-74.)[1]

Those who have followed the work of the National Archives in Washington or have read its important series of *Annual Reports* in order to obtain information concerning it, will take a lively interest in the present publication. It is doubtless no exaggeration to say that the report for the year 1949-50 marks an event in the archival world. Confronted by the ever-growing mass of official records, a consequence of general evolution and also a direct effect of World War II, the National Archives in less than ten years has found itself faced with a situation which, without the making of tenacious efforts to meet it, might have been catastrophic: buildings overflowing, annexes becoming insufficient, inability to receive new accessions and to handle former accessions, danger of seeing its reference service finally paralyzed, even the risk to agencies, submerged by records, of losing their efficiency. The postwar reports have given the alarm and sketched partial solutions: the submission by the agencies of lists and schedules; the organization of provisional repositories for records not to be permanently retained.

In 1949, as a result of the Hoover Task Force Report and the desire to increase the efficiency of the Executive Branch, the National Archives was transferred to the General Services Administration, whose head has received responsibilities for all records of the Federal Government. The report for 1949-50 sets forth the measures which have been taken to attack the problem at its roots: a survey by agency of records, even of the organizational set-up of the agencies. After the survey the agencies have had to prepare lists of the records that they create in order to determine rules of disposal and retention. A manual on the *Disposition of Federal Records* has been published. The question of disposing of records that have been microfilmed has been discussed. After the taking of a census of agency repositories, the possibility of regrouping a large number of them in a dozen Federal Records Centers was studied; a pilot center has been established for the New York zone in Brooklyn, other centers will be established. These centers will receive the records to be temporarily

[1] This review, originally submitted in the French language, has been translated by Carl L. Lokke, associate editor.

retained and the National Archives will continue to receive the records which constitute the historical capital of the Union. At the National Archives the records already accessioned have been reevaluated to the end of gaining space; for the preservation of records (repair, lamination, and microfilming) further steps have been taken. The number of reference services is increasing (from 78,000 to 88,000), yet the inventorying of records has not suffered, witness in particular the publication of the *Preliminary Inventory of the Records of the United States* and the guide, *Federal Records of World War II*.

There is appended a report on the Franklin D. Roosevelt Library; the Library's year was marked by the opening to historical research of 85% of the late President's papers, 1910-45.

The report for 1949-50 presents, then, such a total array of efforts that one can only render homage to the clearness of perception and the vigor of the men who administer the agency. They set a magnificent example for archivists of all countries.

CHARLES BRAIBANT

Direction des Archives de France

News Notes

MARY C. LETHBRIDGE, Editor
Assisted by ROY HART, *National Archives*

Department of State
Washington, D. C.

THE NATIONAL ARCHIVES AND RECORDS SERVICE

A manuscript volume of George Washington's account of expenses as Commander in Chief of the Continental Army, 1775-83, and records relating to the Louisiana Purchase, 1803-4, have been transferred to the National Archives from the Treasury Department. Other recent accessions include early 19th century bankruptcy case files of the District Court for the District of Rhode Island; maps compiled by the Forest Service in connection with a land classification survey of national forests, 1912-20; and records of the Philippine War Damage Commission, 1946-51, and the President's Commission on Migratory Labor, 1950-51.

Positive microfilm prints of State Department records relating to United States diplomatic relations with Brazil, 1809-1906 (87 rolls) and Italy, 1832-1906 (73 rolls) are now available through the National Archives microfilm publication program.

A staff information paper on *Principles of Arrangement*, a *List of Documents Relating to Special Agents of the Department of State, 1789-1906*, and a volume entitled *Population Schedules 1800-1870: Volume Index to Counties and Major Cities* have recently been published. Preliminary inventories of the records of the Selective Service System, 1940-47, the Office of War Mobilization and Reconversion, the War Shipping Administration, the Foreign Economic Administration, and the Retraining and Reemployment Administration have also been issued. Copies of these publications are available from the National Archives upon request.

The National Historical Publications Commission in a preliminary report to the President, submitted May 24, 1951, recommended the publication of the papers of five great Americans — Benjamin Franklin, John and John Quincy Adams, Alexander Hamilton, and James Madison. This report, entitled "A National Program for the Publication of the Papers of American Leaders," summarizes what has already been done and outlines a tentative publications program. Although the opinions of about 150 scholars were obtained in preparing the report, much more study needs to be given to the development of a comprehensive program, the Commission stated, and it expects to issue a final report later.

Priority should be given, the Commission thinks, to publishing the papers of the five patriots mentioned. Their contributions to the development of the American government and the American way-of-life are so significant that complete editions of their papers, including letters written to them as well as by

them, is warranted. Since George Washington's writings have already been published in a modern edition by the U. S. Government (the 39-volume bicentennial edition) and Jefferson's papers are now being published at Princeton University, the publication of the papers of the Adamses and of Franklin, Hamilton, and Madison would give the Nation a matchless series documenting the founding and early history of the Republic.

In a speech at the Library of Congress in May 1950, when he expressed his hopes for the further publication of the papers of prominent Americans, President Truman said: "I am interested not just in political figures, but in the writings of industrialists and labor leaders, chemists and engineers, painters and lawyers, of great figures of all the arts and sciences who have made major contributions to our democracy." The Commission's report notes that this statement received a very favorable response from many of the scholars whose views were obtained. "Economists, sociologists, and historians who work in varied fields other than that of 'past politics' welcomed especially the idea of paying attention to captains of industry and labor, inventors, scientists, educators, religious leaders, editors, writers, and architects."

This broad interest in history is reflected in the list of 61 persons, in addition to the "Big Five," whose papers are recommended to the consideration of historians for possible publication. Included are Francis Asbury, clergyman; Jane Addams, social worker; Susan B. Anthony, reformer; Clara Barton, welfare worker; Andrew Carnegie, industrialist; Thomas A. Edison, inventor; Ralph W. Emerson, essayist; Harvey Firestone, manufacturer; James Cardinal Gibbons, clergyman; Stephen Girard, merchant; Samuel Gompers, labor leader; Horace Greeley, editor; Joseph Henry, physicist; William Dean Howells, novelist; Benjamin Henry Latrobe, architect; Robert E. Lee, Army officer; J. P. Morgan, financier; the Mayo brothers, surgeons; Adolph S. Ochs, newspaper publisher; Brigham Young, Mormon leader; as well as such public officials as Albert Gallatin, James Monroe, Andrew Jackson, Henry Clay, John C. Calhoun, Daniel Webster, James K. Polk, William Howard Taft, and Woodrow Wilson.

Some persons, like Abraham Lincoln and Theodore Roosevelt, were not included in the list because their papers have been or are being adequately published. Others, such as Gilbert Stuart, the painter, and Henry Ford were not listed because few if any of their papers are known to exist. Some of the papers of many of the persons suggested have already been published, but much of the work done has been haphazard and faulty and not up to modern standards, the Commission pointed out.

Work undertaken as part of the proposed program should be in accordance with the highest standards of modern scholarship, the Commission emphasized. "The work should be done objectively, impartially, and in the spirit of truth-seeking that is the ideal of the scholarly world," the report states. "There should be no censorship of any paper or thought or word because an editor does not personally approve of it. The work should be free of partisan bias and

should be carried on without racial, religious, or other prejudices. It should be meticulously accurate."

The Commission believes that it can be useful to historical scholarship and to the Nation as a whole by serving as a central body to help plan, promote, and give direction to the proposed program. The Commission itself would rarely edit materials. That would be done by other public agencies, by private organizations, and by individual scholars.

The program would be undertaken gradually and would necessarily be a cooperative one because the papers of many prominent Americans are widely scattered and the various custodians might each contribute to the over-all program by making copies of documents available, editing a segment of the papers, or furnishing other assistance.

The financing of a comprehensive historical publications program should also be cooperative, the Commission thinks. Privately endowed institutions, local, city, and state governments and agencies, as well as the Federal Government should contribute their shares. And, it is hoped, the great national foundations will make grants for such work.

LIBRARY OF CONGRESS

The Declaration of Independence and the Constitution of the United States are to be preserved safely for as long as man can foresee. A public ceremony to mark the completion of their encasement in helium-filled glass enclosures was held at the Library of Congress on Constitution Day, September 17, 1951. At that time the sealed leaves were replaced in their Shrine in the Library, where they have been displayed for 27 years.

Plans for preserving the original engrossed and signed manuscripts are the result of studies and experiments made during the last ten years by the National Bureau of Standards at the request of the Librarian of Congress. More recently, the Library and the National Bureau of Standards have been assisted by technicians of the Libbey-Owens-Ford Glass Company, who perfected the special technique of hermetic sealing used.

The National Bureau of Standards, in its last preliminary test, completed in June 1950, sealed a facsimile of the Declaration of Independence in humidified helium under conditions simulating the actual treatment. Then Bureau technicians periodically tested the metal-to-glass bond used to seal the glass "sandwich" to make certain there was no leakage. Sealing the documents in helium, an inert gas, will provide protection against possible damaging effects of polluted air upon the parchments and the ink. Specially manufactured filters will block out the harmful light rays. On July 2 the Bureau issued an illustrated pamphlet relating to the preservation of the Declaration of Independence and the Constitution of the United States. Photographs taken during the test sealing of a facsimile of the Declaration of Independence are included. National Bureau of Standards Circular 505, *Preservation of the Declaration of Independence and the Constitution of the United States*, is for sale by the Government Printing Office, Washington 25, D. C., at 15 cents a copy.

The papers of Lewis Chase, for more than 40 years professor of literature and poetry in universities in this country, France, India and China, are now available for use by students of contemporary American and English literature. These papers, which fill more than 200 boxes, include lecture notes, manuscripts on various subjects in the general field of literature, some diary materials, and extensive correspondence with prominent literary figures such as Edwin Arlington Robinson, Conrad Aiken, Walter de la Mare, John Drinkwater, Robert Frost, Thomas Hardy, A. E. Housman, and Edgar Lee Masters.

BUREAU OF THE BUDGET

On January 29, 1951, the President requested the Bureau of the Budget to establish a Federal history program for agencies engaged in emergency defense activities. Under the direction of the Bureau studies will be conducted by individual agencies with a view to providing objective analyses of problems confronted and how problems are met, rather than describing detailed accomplishments of the various agencies. A similar program conducted during World War II resulted in a number of historical studies which are being used in the current mobilization effort. James W. Fesler, University of North Carolina, has been consultant to the Bureau during the planning for the program which is now being inaugurated.

OFFICE METHODS DIVISION, ADMINISTRATIVE OFFICE, NAVY DEPARTMENT

On April 24, 1951, the Secretary of the Navy promulgated to all ships and stations the provisions of the Federal Records Act of 1950 and redefined the Naval Records Management Program, administered by Office Methods Division, to include the varied aspects of records management included in that Act. It is interesting to note, however, that all phases of records management as defined by the Federal Records Act have been the responsibility of the Office Methods Division for a number of years and have been closely integrated with the records management program.

The *Records Management Review* made its debut in May 1951 and will be published monthly hereafter by the Office Methods Division for the general dissemination to Naval activities of information on the Naval Records Management Program. It will also serve as a clearing house for the advancement of ideas on improved record-keeping methods and procedures sponsored by other agencies of the Government as well as by State and private interests.

On November 1, 1950, the Records Retirement Section in the Office Methods Division was officially redesignated the Naval Archives Branch in order to indicate more clearly its over-all responsibility for the selection, maintenance, servicing, and eventual transfer to the National Archives of that core of records which represents the archives of the Naval Establishment.

A recent report received from the records management officer for the Four-

teenth Naval District with headquarters at Pearl Harbor, Hawaii, illustrates the Navy's global interest in the preservation of its valuable records. The records management officer and two members of his staff travelled thousands of miles by sea and air in the Pacific Area to remote islands, screening, sorting, and microfilming vital historical records accumulated in the course of the Navy's administration of these islands.

TRAINING OF ARCHIVISTS

In cooperation with the National Archives, the Library of Congress, and the Maryland Hall of Records, The American University in Washington, D. C., conducted its seventh annual Institute in the Preservation and Administration of Archives from June 11 to July 6, 1951. The four weeks' program included lectures on the most important phases of work with archives and manuscripts and practical training in the National Archives, the Manuscripts Division of the Library of Congress, and the Maryland Hall of Records. The following students were enrolled in the course:

Charles Baretski, Public Library, Newark, N. J.; Mary G. Bryan, Georgia Department of Archives and History, Atlanta, Ga.; Mary G. Cary, Swarthmore College Peace Collection, Swarthmore, Pa.; Lionel T. Croteau, Public Archives of Canada, Ottawa, Canada; LeVern William Cutler, Library, Graduate School of Business Administration, Stanford University, Stanford, Cal.; Le Roy B. De Puy, Pennsylvania Historical Commission, Harrisburg, Pa.; Elizabeth G. Ferguson, Georgia State College for Women, Milledgeville, Ga.; Mother M. Gertrude, College of New Rochelle, New Rochelle, N. Y.; Isabelle M. Guérin, Aubigny, France; Dorothy G. Harris, Friends Historical Library, Swarthmore, Pa.; Andrew H. Horn, Library, University of California, Los Angeles, Cal.; Hedda M. Johnson, State Archives, Louisiana State University, Baton Rouge, La.; Eugenia Dickson Lejeune, Armed Forces Staff College, Norfolk, Va.; Donald F. McOuat, Department of Public Records and Archives, Toronto, Ontario; Mary Virginia Mitchell, University of Pennsylvania Archives, Philadelphia, Pa.; Bradley Mitchell, Cornell University Archives, Ithaca, N. Y.; Patricia Porter, USAF Hq. Air Material Command, Wright-Patterson Air Force Base, Dayton, O.; Donalda Putnam, Toronto Public Library, Toronto, Ontario, Canada; Emma M. Scheffler, Archives Department, State Library, Springfield, Ill.; Cosetta N. Solis, Field Staff, Public Administration Service, Puerto Rico; William Shaw, USAF Hq. Air Material Command, Wright-Patterson Air Force Base, Dayton, O.; and Pauline Wiltshire, Departmental Records Branch AGO, Department of the Army, Alexandria, Va.

The second Institute of Genealogical Research, offered in cooperation with the National Archives and Records Service from June 11 to June 29, under the direction of Meredith B. Colket, Jr., was attended by twenty-six students. The two institutes are scheduled to be reoffered beginning June 16, 1952.

FOREIGN NEWS

With the death on April 17, 1951, of Dr. Julian Martínez Castells, an honored member of the Society of American Archivists, Cuba has lost one of her most active collaborators in international cultural relations. He was a founder and the director of the Sociedad Colombista Panamericana, which promoted many inter-American gatherings. He was secretary of the Permanent Directive Council of Archives of Cuba and participated in the movement for

the securing of a new building for the National Archive. Also, upon the establishment of the Committee on Archives of the Commission on History of the Pan-American Institute of Geography and History, he was made its secretary and took a prominent part in the conference which the Committee held in Habana in September 1950. His contributions to inter-American cultural relations will long be remembered and his place in these activities will be hard to fill. The Society of American Archivists joins with Cuba in mourning the passing of such a valued citizen.

Great Britain

Plans are being made to microfilm the House of Lords Records Office collection of original manuscripts of laws. Air conditioned rooms are being prepared to preserve the records, according to the *New York Times*.

Italy

The following letter, addressed to the Reverend John Tracy Ellis, Managing Editor of the *Catholic Historical Review* from the Reverend Joseph P. Donnelly, Director of Libraries at St. Louis University, explains in detail the University's project of microfilming the manuscript collections in the Vatican Library. The letter, written in May 1951, first appeared in the July issue of *Review*.

Dear Father Ellis:

There have been so many incorrect press notices about St. Louis University's project to microfilm materials in the manuscript collections of the Vatican Library that I wonder if you would be willing to print in the *Catholic Historical Review* a brief news item concerning the project so that the scholarly world may have accurate information as to the origin of the project, probable content of material, and conditions of usage? Probably this would be a real service to historians in the field of medieval history, philosophy, theology, and the social sciences in general. Also, this is the first release that St. Louis University has formally made about the project.

As you know, we established a Medieval Institute at the University some two years ago. Our library holdings in scholastic philosophy are very good and in a few instances unique. Because of the wisdom of Father Pierre Jean DeSmet and other Jesuits in the 1830's we happen to possess many of the printed sources in the historical and theological fields. However, our resources needed augmenting in order to carry on successfully medieval studies on a high scholarly level. We naturally turned to photographic reproduction in those fields to make available certain of the printed source collections we lacked. Slowly we also began to collect manuscript materials on microfilm. The process quite naturally led to considering acquisition of microfilm copies of materials in the Vatican manuscript collections. Inquiries led us to feel that, perhaps, in restricted fields a project to microfilm extensively might receive approbation from the Vatican. Fortunately, authorities at the Vatican Library looked with great favor on such a project. Their position clearly was one of interest in making it possible for the wealth of material in the Vatican manuscript collections to be made more readily accessible to scholars in the Western world. That this was the motive for granting any favor at all was eminently clear in our conferences with the library authorities while I was in Rome surveying the collections.

Since the project will probably be quite extensive the funds needed were in excess of what St. Louis University could itself afford. We have been fortunate in receiving a grant which we think will probably meet operational costs if we are able to avoid administrative overhead and such adjuncta as are so often connected with this sort

of work. The actual work of microfilming is now in progress. Duration of the task will greatly depend on many variable factors which make it next to impossible to determine when we will be ready to have materials available for use in the United States. I should judge that it will take us at least ten months to a year before we can hope to have materials ready for the use of scholars. Technical details in this sort of project are many and quite complicated as you know from working with Mr. Eugene P. Willging at the Catholic University of America on similar operations. We have fortunately obtained the good offices of Mr. Edward T. Freel, Manager of the Microfilm Division of Remington-Rand, to act as consultant in insuring excellency of material, equipment, and the highest quality of reproduction.

Concerning the nature of the material to be microfilmed, we originally requested permission to copy medieval materials pertaining to history, philosophy, theology, and the social sciences in general. When we discussed the project with authorities in Rome permission was extended in such wise that for practical purposes we hope to be able to microfilm as many as possible of those manuscripts in collections which would have any value by way of preserving them and which would not be available outside of the actual depository in Rome. Probably the copying will not be absolutely complete since there are many duplications in these collections whose reproduction would be a waste of funds. We will, however, strive to be certain that whatever is not available in the United States and of pertinence will be copied. We do not plan to copy much of the illuminated material since most of this is biblical only and of value chiefly because of its lovely illuminations. We shall copy some chiefly for purposes of illustration rather than for content.

The Vatican has been most generous regarding the use of the material. Conditions for usage as laid down are similar to those for using materials in the Vatican itself. Any reputable scholar may be granted free access to the copies. Photostat or microfilm reprints may be made for scholars on request. Thus it seems to me evident that the favor is by no means granted to St. Louis University alone but to American scholars in general. We hope to copy all control media available in the Vatican so that users may be able to find what they are seeking. We have not as yet gotten around to detailed consideration of what might be done about publishing the control media. This would be the most desirable move and perhaps it could be worked out, or at least some close approach to that.

Here at St. Louis University we feel that American scholarship has been granted a great boon. We consider ourselves merely the service organization through which the treasure may be handled. We are certain that particularly the members of the American Catholic Historical Association will hail this new treasure as a great acquisition for the United States.

Sincerely yours,
Joseph P. Donnelly, S.J.
Director of Libraries
St. Louis University

As part of the American Historical Association's Duplication of Historical Records Project, Robert L. Reynolds of the Department of History, University of Wisconsin, now a Fulbright Research Professor at the University of Genoa, is microfilming early notarial materials in the Archivo di Stato in Genoa. These cartularies are collections of documents certified by 12th and 13th century notaries and include promissory notes, wills, post mortem inventories, trust documents, deeds, and other official papers reflecting the law practice of the time. One of the most interesting aspects of the material, aside from significance for legal history, is its relationship to colonial expansion from Europe in the 16th century and later. In this connection, the International Convention for Columbian Studies, recently adjourned in Genoa, recommended

that the present project extend beyond 1300 and that the notarial records be given scholarly analysis through the colonial period. This augurs a continuing demand for material in these films.

CALIFORNIA

Los Angeles County Supervisor Herbert Legg recently discussed on a "Mutual Newsreel" broadcast the plans for construction of a fire-proof, bomb-proof, underground vault for storing the county's records. The vault would be built four miles east of the city, would consist of ten cells, each 9 x 30 feet, at an estimated cost of $175,000.

CONNECTICUT

A collection of the works and memorabilia of Robert Louis Stevenson has been presented to the Yale University Library by Edwin J. Beinecke, who spent twenty-five years tracking down items along the trail of Stevenson's far wanderings. Included are more than 5,000 books and manuscripts, several portraits from life, personal belongings, and other material relating to the novelist, poet, and essayist.

James T. Babb, Yale librarian, said that a large group of manuscript letters in the collection probably would help disentangle some of the complicated personal relationships in Stevenson's life. Deemed most important of the letters is a series from Stevenson to Charles Baxter, covering the years 1868 to 1893, the year before Stevenson's death. There also is correspondence between Stevenson and the Sidney Colvins, Henry James, Fanny Osbourne Stevenson, the Virgil Williamses, W. E. Henley, and the author's parents. Notebooks hold accounts of Stevenson's experiences, personal data, and some raw material for stories.

GEORGIA

The first step toward a project to microfilm official documents in the Office of the Secretary of State and in the Department of Archives and History was taken when the 1951 session of the legislature appropriated $20,000 to the Georgia Department of State for the purchase of a microfilm camera and other equipment. In addition to this State sponsored project, which will be limited to the copying of official manuscript collections, preliminary details of a broad proposal to microfilm Georgia historical materials, including newspapers, are being drafted by representatives of Georgia libraries and historical societies.

MICHIGAN

A complete account of the diastrous fire which damaged the State Library at Lansing on February 28-29 appeared in the *Library Journal* for May 1, 1951, with the heading, "The Big Fire at Lansing." It is estimated now that total damages will be between $5,000,000 and $7,000,000.

MISSISSIPPI

Mrs. Dunbar Rowland, Mississippi historian, died in Albany, Georgia, on January 6, 1951. Born Eron Opha Moore on June 16, 1861, she was married to Dunbar Rowland, founder and first director of the Mississippi Department of Archives and History, on December 6, 1906. From that time until her last illness she was closely associated with the work of the department, and after her husband's death in 1937 she served as acting director until William D. McCain was appointed to the office on January 1, 1938. Mrs. Rowland published several works on Mississippi history, and was working on a history of Jackson, Mississippi, at the time of her death.

NEW JERSEY

The New Jersey Historical Society is the recipient of an annual award by the American Association for State and Local History in recognition of the program to reactivate the Society. The award cited the Society for "distinctive contributions to American Local History." In announcing the award, the association gave special credit to the Society for "realizing the desirability of further utilization of its potentialities," for having undertaken a survey of the Society, for having published the recommendations contained therein, and "for beginning immediately a program to reactivate the Society."

The New Jersey Historical Society, which maintains a modern museum and library at 230 Broadway, Newark, is taking the lead in bringing a fuller realization of New Jersey's rich historical heritage to the people of the State. This objective is being accomplished by a wide range of public educational activities including cooperation with schools and local groups interested in New Jersey history, lecture and motion picture programs, changing museum exhibits, and annual New Jersey historical conferences held at different cities throughout the State. The Society within the past year elected to its presidency Dr. Richard P. McCormick, associate professor of history at Rutgers, and recently appointed Alexander J. Wall, Jr., as director and Wilson A. Britten, assistant director.

Thousands of northern New Jersey residents saw for the first time original autograph signatures of the 56 signers of the Declaration of Independence when The New Jersey Historical Society lent its collection of signatures to be exhibited in the show windows of L. Bamberger & Co., in Newark, on July 2-3. The display was unveiled by Mayor Villani of Newark at a ceremony which opened the city's three day celebration marking the 175th anniversary of the signing of the Declaration.

NEW YORK

The Munson-Williams-Proctor Institute of Utica, New York, has undertaken to support the surveying, cataloging, and evaluation of the library, manuscript, and museum collections of the Oneida County Historical Society, Utica, New York. The collections have been accumulating since 1876 and have

never been fully cataloged or properly arranged within the Society's building. Glenn E. Thompson has been granted a leave of absence from his duties as college archivist and instructor in history at Utica College of Syracuse University in order to become curator of historical collections of the M.W.P.I. and direct the cataloging and rearranging project. Mr. Thompson will be glad to answer inquiries about the project or about the Society's collections.

Chapter 724 of New York's Laws of 1951 adds a new section 65-b to the Public Officers Law, which provides as follows:

§ 65-b Destruction of public records

1. Any public officer of any public corporation notwithstanding the provisions of any general, special or local law, except as hereinafter provided, may destroy, sell or otherwise dispose of any or all records, papers or documents kept by him provided he

a advises the commissioner of education of the nature of the record; and

b certifies to the commissioner of education that such record no longer has sufficient administrative, fiscal or legal value to warrant its continued retention; and

c furnishes the commissioner of education when he so requests, with affidavits from the responsible legal and/or fiscal officer of the public corporation of which he is an officer that the record no longer has sufficient legal or fiscal value to warrant its continued retention; and

d receives the consent of the commissioner of education to the destruction, sale or other disposition of such record.

2. The consent of the commissioner of education to the destruction, sale or other disposition of any record, paper or document of any public corporation shall be issued only in accordance with rules and regulations established by him after consultation with state departments and agencies having an interest in retaining said record for the purpose of carrying out their assigned duties and responsibilities.

3. The provisions of this section shall not apply to: the records of any city with a population of one million or more, and the records of any county contained therein, so long as the destruction of the records of such city or county shall be carried out in accordance with the procedure prescribed by any existing law exclusively applicable to the destruction of the records of such city or county. If any such law shall be amended by local law after the first day of July, nineteen hundred fifty-one, the provisions of this section shall not apply to the destruction of such records if the procedures therefor established by such law, as amended by local law, shall be acceptable to the commissioner of education.

4. The provisions of this section shall not apply to:

a The records of any state department, division, board, bureau, commission or other agency.

b The records of any court.

c Any record required to be destroyed in the manner provided by section 63.10 of the local finance law.

d The records of any public corporation which have not been retained for the longest minimum period of time required: (1) by the federal government; or (2) by rules and regulations of the commissioner of education; or (3) by any agency of the state so that it may properly carry out its assigned duties and responsibilities; or (4) because of any provision of law.

NORTH CAROLINA

It is the sad duty of the editor to report the death of two prominent North Carolinians who have been closely associated with the Society of American Archivists for many years.

Mrs. Sadie Hanes Connor, widow of Dr. R. D. W. Connor, first Archivist of the United States and president of the Society during the years 1942 and 1943, died suddenly on June 11, 1951.

Dr. Albert Ray Newsome, head of the history department of the University of North Carolina and first president of the Society, died at his home in Chapel Hill on August 5. Dr. Newsome served as chairman of the Public Archives Commission of the American Historical Association for two years, as president of the National Conference of Historical Societies for two years, and as secretary of the North Carolina Historical Commission for ten years. Included among his many publications is a short work entitled *The Preservation of Local Archives: A Guide for Public Officials.*

OHIO

Fire, and water to quench it, have again taken their toll of valuable library materials in considerable quantities, this time at the Ohio Archaeological and Historical Society in Columbus on June 12. The library section of the institution — its contents consisting of some 200,000 volumes of books and newspapers, plus manuscripts and related materials — was exposed in some large measure to fire and water. The precise extent of the damage has not yet been determined, but it is expected to be rather severe. The Library of Congress gave advice on emergency salvage and restorative measures. It is believed that the blaze was started by sparks from welding torches used by workmen in erecting additional metal bookstacks in spaces adjacent to the collections.

TEXAS

Word has been received of the resignation of Mrs. Herbert Gambrell as a member and chairman of the Texas Library and Historical Commission, effective at the August meeting of the Commission. She has been a member of the Commission since 1944, serving as its secretary for some years before her election as chairman. During that time she has, in addition to general supervision of the State Library, worked ceaselessly for progressive records and archives administration in the State Government. Revised legislation to establish a records division under the Library and Historical Commission, and providing incorporation of a microfilming program, was passed by the House and approved by the Senate Committee on State Affairs which comprises two-thirds of the members of the Senate. The bill failed at the close of the session because of opposition of a single Senator. In preparation of this legislation and an accompanying budget proposal the Commission employed Philip C. Brooks, of Washington, D. C., as a consultant for a brief period. Mrs. Gambrell's work with the Commission has been non-compensated public service apart from her regular position as Museum Director of the Dallas Historical Society, in which she has made important contributions in historical manuscripts, museum, and related activities. She has also served as a Council member and on several committees of the Society of American Archivists.

WASHINGTON

Washington State Historical Society president, Mr. Sidney A. Perkins, has announced that he will finance the construction of a three-story addition to the Society's building. In addition to the extra storage and stack area space, the new addition will house the office of the director, and an apartment for the custodian.

CHURCH ARCHIVES

The information supplied by 22 Quaker Yearly Meetings in the United States in answer to a questionnaire concerning meeting records is summarized in a "Guide to the Location of American Quaker Meeting Records" in the Spring number of the Friends Historical Association *Bulletin*, pp. 33-37. Included is the address of each depository with the approximate number of record volumes, the name of the custodian, the time at which records may be consulted, and whether or not mail inquiries are answered.

The April 1 issue of *Historical Foundation News*, published by the Historical Foundation of the Presbyterian and Reformed Churches at Montreat, N. C., provides a brief inventory of the materials in the Foundation's Archives.

Through Monsignor William L. Newton, the former secretary of the editorial board for the revision of the New Testament, the Department of Archives and Manuscripts of the Catholic University of America has recently accessioned ten inches of records of that body. The material includes minutes of meetings, correspondence, critical comments, and other notes on the work of preparing the Confraternity of Christian Doctrine version. It will constitute in good part the sources for any study of this unique project in American Catholic scholarship.

ARCHIVAL LEGISLATION IN THE GERMAN DEMOCRATIC REPUBLIC (SOVIET ZONE) [1]

Since Germany has been "rent in twain from top to bottom" by the postwar tension between West and East, it is only natural for this bisection to extend to the archives field. While in Western Germany archives administration has remained a matter to be regulated by the individual *Länder*, which indicates the genuinely federalistic nature of the West German State, the sham character of the "German Democratic Republic" is drastically revealed even in the field of archives administration.

True, the Constitution of the German Democratic Republic does not include the matter of archives among the reserved powers[2] of the Republic (Art. 112), and while Art. 111 states that the "Republic may enact uniform legislation in any field," it adds that "in so doing it should confine itself to laying

[1] This note was supplied by Dr. Ernst Posner, The American University, Washington, D. C. The legislation he has translated originally was published in *Gesetzblatt der Deutschen Demokratischen Republic*, 1950, no. 78, p. 669 and no. 92, p. 836.

[2] Office of the U. S. High Commissioner for Germany, *Soviet Zone Constitution and Electoral Law* (Washington, 1951), p. 41 f.

down principles, provided this meets the need for uniform legislation." However, from the legislation printed below in translation, it appears that archives administration in the Soviet Zone has been completely centralized in accordance with the example of the U. S. S. R. It is controlled by the Archives Division (*Hauptabteilung Archivwesen*) of the Ministry of the Interior to which the German Central Archives in Potsdam and the archival administrations of the *Länder* Brandenburg, Mecklenburg, Saxony, Saxony-Anhalt, and Thuringia are responsible. The archival administrations of the *Länder*, in turn, control the *Land* Archives and the other public archives, including the economic archives (*Betriebsarchive*) which, as a result of the confiscation of the greater part of private business, have become of major importance.

Jürgen Sydow, who served for a period of one year on the staff of the Archives Division of the Ministry of the Interior before he escaped to Western Germany, has thrown much light on archival developments in the Soviet Zone in his recent article "Das Archivwesen der Deutschen Demokratischen Republik (Sowjetische Zone)," *Archivar*, 4:55-64 (no. 2; May 1951). The article furnishes interesting information on the activities of the Archives Division of the Ministry of the Interior, which is headed by Dr. Korfes, a former member of the Staff of the *Reichsarchiv*, captured as a Major General at Stalingrad and well-known as one of those participating in the work of the National Committee "Free Germany." The article also deals with the establishment and administration of *Betriebsarchive* and with the curriculum of the Institute for Archival Science which is attached to the Central Archives in Potsdam and responsible for the training of archival personnel.

ORDINANCE OF JULY 13, 1950, ON PUBLIC ARCHIVES IN THE GERMAN DEMOCRATIC REPUBLIC

Article 1.

The Ministry of the Interior is hereby charged with the direction and supervision of the public archives in the German Democratic Republic.

Article 2.

The Ministry of the Interior shall be responsible for the unified training of the personnel of the public archives.

Article 3.

For the purposes of this ordinance archival material shall be defined as comprising formal documents, files, letters, manuscript volumes, collections of manuscripts, diaries, accounts, statistical material, card files, blueprints, maps, plans, drawings, pictures, seals, stamps, coins, newspapers, posters, public announcements, proclamations, photocopies, negatives and positives of still pictures and films, and sound recordings; lists of such archival material and other archival finding aids; as well as other documents of all kinds that have documentary and historical enduring value, or are otherwise of public interest. This definition applies to all the above items that are the property of agencies of the German Democratic Republic, the *Länder*, counties, urban and rural local governments, or other public corporations, institutions and organizations.

Article 4.

Archival material shall enjoy the protection of the State and cannot be sold.

ARTICLE 5.

(1) Whoever destroys, removes, damages, or illegally acquires archival material shall be subject to imprisonment or a fine or both.

(2) There shall also be subject to punishment anyone who has archival material in his possession or custody and fails to report it to the Archival Division of the Ministry of the Interior of the German Democratic Republic, the German Central Archives, the archival administrations of the *Länder*, or the *Land* Archives.

(3) If such action is committed through negligence, imprisonment not exceeding one year or a fine not exceeding DM 3000 shall be imposed.

(4) Proceedings shall not be instituted except upon the request of the Minister of the Interior of the German Democratic Republic.

ARTICLE 6.

Supplementary orders necessary for the execution of this ordinance, particularly those concerning the collection, selection, arrangement, preservation, protection, and use of archival material shall be issued by the Ministry of the Interior.

ARTICLE 7.

This ordinance shall become effective on the day of its publication,
Berlin, July 13, 1950.

SUPPLEMENTARY ORDER FOR THE EXECUTION OF THE ORDINANCE OF JULY 13, 1950, ON PUBLIC ARCHIVES IN THE GERMAN DEMOCRATIC REPUBLIC

In accordance with Article 6 of the Ordinance of July 13, 1950 on Public Archives in the German Democratic Republic (*Official Gazette*, p. 661) the following Supplementary Order to said Ordinance is issued:

ARTICLE 1.

The responsibilities of public archives in the German Democratic Republic extend to all archival material that has originated and continues to originate in the public life of State and society without regard to the time of its origin and the technical mode of its embodiment; they further extend to the facilities and equipment that serve archival work.

ARTICLE 2.

(1) The German Democratic Republic and the *Länder* shall maintain state archives.

(2) Counties and urban and rural local governments may be required to establish archives or to transfer their archival material to a state archives for safekeeping.

(3) Other public corporations, institutions and organizations may establish and maintain publicly recognized archives with the consent of the Ministry of the Interior of the German Democratic Republic or that of the Ministry of the Interior of the respective *Land*.

ARTICLE 3.

(1) Depending on its origin, archival material shall be collected and preserved in the German Central Archives, in the *Land* Archives or in the local governmental or other publicly recognized archives.

(2) The archives shall be responsible for the suitable and safe preservation of archival material.

ARTICLE 4.

(1) The German Central Archives, the *Land* archival administrations and the *Land* Archives shall exercise their functions in accordance with the instructions of the Archival Division of the Ministry of the Interior of the German Democratic Republic.

(2) The ministries of the Interior of the *Länder* shall be responsible for the *Land* Archives.

(3) The *Land* archival administrations are charged with carrying out the tasks of the *Länder*.

(4) The Archives Division of the Ministry of the Interior of the German Democratic Republic and the *Land* archival administrations shall supervise the activities of the local governmental and the publicly recognized archives and shall advise them.

ARTICLE 5.

(1) The Archives Division of the Ministry of the Interior of the German Democratic Republic shall decide, in agreement with the Chancery of the Government and the ministries of the German Democratic Republic, what documentary material originating from the activities of Government agencies is to be transferred to the archives and at what time.

(2) Government agencies and offices shall not destroy records, business papers, etc., without the consent of the archives having jurisdiction.

(3) As regards the *Länder*, the regulations issued by the *Land* archival administrations shall remain in force until further notice.

ARTICLE 6.

(1) The Archives Division of the Ministry of the Interior of the German Democratic Republic shall issue regulations pertaining to the examination and utilization of archival holdings in the interest of scholarly research and for governmental, legal, political, social, and also private purposes.

(2) Regulations for archives not directly under the Ministry of the Interior shall be issued in agreement with the competent ministry.

ARTICLE 7.

The training of junior archival personnel shall be directed by the Archives Division in agreement with the Personnel Division of the Ministry of the Interior of the German Democratic Republic. Such training shall be conducted in the German Central Archives and in the German Academy for Public Administration "Walter Ulbricht" in Forst Zinna.

ARTICLE 8.

The exchange of archival material and its transfer from the territory of the German Democratic Republic to other parts of Germany and to foreign countries requires the consent of the Ministry of the Interior of the German Democratic Republic.

ARTICLE 9.

This Supplementary Order shall become effective on the day of its publication, Berlin, July 13, 1950.

Attention is called to an error in the table printed on page 125 of the April issue of the *American Archivist*. The name of the record ink of the Higgins Ink Company reported as used at Colonial Williamsburg, Incorporated, should be "Eternal Black Writing Ink," rather than "External Black Writing Ink." The editor apologizes to the authors of the article and to the Higgins Ink Company for this slip in proof reading.

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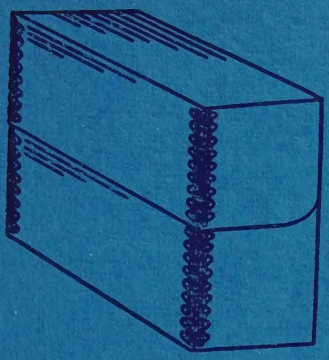

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